



# WEBB COUNTY BUDGET OFFICE

## REQUEST FOR MINISTERIAL / EMERGENCY BUDGET AMENDMENT

### INSTRUCTIONS:

ALL budget appropriation transfer requests require Budget Office approval before being presented to court for ratification. Please submit the signed form to the Budget Office for review along with copy or backup to support this request for our review. The Budget Office will send the approved form to the department via email. Agenda items must be submitted by the department requesting ministerial budget amendment.

Requesting Department : \_\_\_\_\_

Date of Request: \_\_\_\_\_

**Request Type (check one):**

Departmental Budget Amendment

Emergency Budget Amendment

### Transfer From:

Account Number	Account Name	Amount
TOTAL		

### Transfer To:

Account Number	Account Name	Amount
TOTAL		

Justification for Request:

### Approved by Department Signing Authority:

<p style="text-align: center; margin-top: 10px;">_____</p> <p style="text-align: center; margin-top: 5px;"><i>Print Name/Title</i></p>	<p style="text-align: center; margin-top: 10px;">_____</p> <p style="text-align: center; margin-top: 5px;"><i>Signature</i></p>
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### FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: _____	Agenda Item : _____
Date Entered by Budget Office: _____	Initials: _____
BA#: _____	