

## 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
,10000110	71000ant riamo	7 1110 2
	TOTAL	
Transfer To:		
Account Number	Account Name	Amount
	+	
	+	
	TOTAL	
Lightification for Possupots	TOTAL	
Justification for Request:	TOTAL	
	TOTAL	
Justification for Request:  Approved by Department Signing Authority:	TOTAL	
	TOTAL	
Approved by Department Signing Authority:  Print Name/Title	Signature	
Approved by Department Signing Authority:  Print Name/Title  FOR BUD	Signature  OGET OFFICE USE ONLY  Agenda	
Approved by Department Signing Authority:  Print Name/Title	Signature  OGET OFFICE USE ONLY	