



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 : CAA-Elderly Nutrition

Date of Request: 01/24/2024

Request Type (check one):

Departmental Budget Amendment

Emergency Budget Amendment

Transfer From:

Account Number	Account Name	Amount
2025-5320-521-462605	Fuel & Lubricants	\$1,000.00
2025-5320-521-461000	Materials & Supplies	\$2,000.00
TOTAL		\$3,000.00

Transfer To:

Account Number	Account Name	Amount
2025-5320-521-463030	Bulk Food	\$3,000.00
TOTAL		\$3,000.00

Justification for Request:

Funds will help cover the cost of food for the rest of the fiscal year
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Approved by Department Signing Authority:

Guillermo Walls
Print Name/Title

[Signature]
Signature

FOR BUDGET OFFICE USE ONLY

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

Agenda Item : _____
Initials: _____