

## 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 : Community Action Agency |            | Date of Request: 02/16/2024  |            |
|---|------------|--|------------|
| Request Type (check one):                       |            |  |            |
| Departmental Budget                             | Amendment  | Emergency Budget Amendment   |            |
| Transfer From:                                  |            |  |            |
| Account N                                       | umber      | Account Name   | Amount     |
| 2368-5170-521-460105                            |            | Minor Tools & Apparatus  | \$800.00   |
| 2368-5170-521-461000                            |            | Materials & Supplies   | \$5,000.00 |
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|   |            |  |            |
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|   |            |  |            |
|   |            |  |            |
|   |            |  |            |
|   |            | TOTAL  | \$5,800.00 |
| Transfer To:                                    |            |  |            |
| Account N                                       | umber      | Account Name   | Amount     |
| 2368-5170-521-464010                            |            | Minor Tools & Apparatus  |            |
| 2368-5170-521-458000                            |            | Administrative Travel  | \$3,700.00 |
| 2368-5170-521-456205                            |            | Training & Education   | \$1,100.00 |
| 2500-5170-521-450205                            |            | Training & Education   | \$1,000.00 |
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|   |            |  | \$E 900 00 |
|   |            | TOTAL [  | \$5,800.00 |
| Justification for Request:                      |            |  |            |
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| Approved by Department Signing                  | Authority: | / / // / / /   |            |
|   |            | Je Mall  |            |
| Guillermo Walls CAA Director                    |            | 406/1000   |            |
| Print Name/Title                                |            | Signature  |            |
|   | FOR BUD    | GET OFFICE USE ONLY  |            |
| Commissioners Court Ratification                |            | Agenda   |            |
| Date Entered by Budget Office:                  |            | Item:  |            |
| BA#:  |            | Initials:  |            |
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