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:** 03/01/2024

Request Type (check one):

☑ **Departmental Budget Amendment** ☑ **Emergency Budget Amendment**

Transfer From:

Account Number	Account Name	Amount
2368-5170-521-460000	Office Supplies	$200.00
2368-5170-521-460028	Janitorial Supplies	$100.00
2368-5170-521-443000-020	Repairs & Maintenance Buildings	$100.00
	TOTAL	$400.00

Transfer To:

Account Number	Account Name	Amount
2368-5170-521-464010	Dues & Memberships	$400.00
	TOTAL	$400.00

Justification for Request:

Approved by Department Signing Authority:

Guillermo Walls CAA Director

Print Name/Title

Signature

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: _____

Date Entered by Budget Office: _____

BA#: _____

Agenda Item : _____

Initials: _____

August 2020