



# 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: 04/04/2024

Request Type (check one):



Departmental Budget Amendment



Emergency Budget Amendment

Transfer From:		
Account Number	Account Name	Amount
2368-5170-521-457008-010	Contractual Skills Training	\$3,700.00
TOTAL		\$3,700.00

Transfer To:		
Account Number	Account Name	Amount
2368-5170-521-461000	Materials & Supplies	\$3,000.00
2368-5170-521-443000-035	Repairs & Maintenance Equipment	\$200.00
2368-5170-521-443000-075	Repairs & Maintenance Vehicles	\$300.00
2368-5170-521-456224	Meetings & Conferences	\$200.00
TOTAL		\$3,700.00

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