WEBB COUNTY
REQUEST FOR BUDGET APPROPRIATION TRANSFER
OR SUPPLEMENTAL BUDGET

INSTRUCTIONS:
ALL budget appropriation transfer and supplemental budget requests for grants and forfeitures require Auditor's Office pre-approval for court agenda. Please submit the signed form to the Auditor's Office for review along with copy of grant award, terms of award, proof of receipt of additional revenue and/or other backup to support this request for our review. Should pre-approval be granted, the Department will be notified and Auditor's Office will upload the signed form as part of the proposed agenda item. Agenda items will be between Auditor's Office sponsored by the Department requesting the budget amendment.

Requesting Department: Sheriff's Office Date of Request: 6/18/2020

Request Type (check one):

☑ Departmental Line Item Transfer
(Check if transfer within existing budget)

☐ Supplemental Budget
(Check if new unbudgeted revenue / expenditure)

Transfer From / Supplemental Revenue:

Account Number	Account Name	Amount
2595-3010-001-456205	Training and Education	$288.18
2595-3010-001-46105-015	Minor Tools and Apparatus Equip.	$2.84
2595-3010-001-443000-075	Repair and Maint., Vehicles	$876.20
	TOTAL	$1,167.22

Transfer To / Supplemental Expenditure Accounts:

Account Number	Account Name	Amount
2595-3010-001-460105	Minor Tools and Apparatus	$1,167.22
	TOTAL	$1,167.22

Justification for Request:
There were savings from various grant-funded training/travel, equipment and supplies so a no cost budget adjustment was requested to utilize all remaining grant funds in a effective and efficient manner before the end of the grant performance period.

Approved by Department Signing Authority:
Martin Cuellar, Sheriff
Print Name/Title
M. Cuellar
Signature

FOR AUDITOR'S USE ONLY
Recommended by County Auditor's Office: Patricia Espinosa Date: 06/18/2020

FOR BUDGET OFFICE USE ONLY
Commissioners Court Approval Date: _____ Agenda Item: _____
Date Entered by Budget Office: _____ Initials: _____

Form BA 01 - April 2018