

# INTRADEPARTMENTAL TRANSFER REQUEST

1

DATE: March 7, 2013

**2013**  
Transfer

DEPARTMENT Irene Cantu

HEAD: \_\_\_\_\_

DEPARTMENT Facilities Management Dept.

NAME: \_\_\_\_\_

ACCOUNT

NUMBER: 31100419402200010XXX

SUBJECT: Intradepartmental transfer(s)



*Agenda Item #37521  
DATE 3/26/13  
Connie will pay  
XEROX when  
CC approves transfer*

Contact: Shonda Dominguez  
Ph#: 956-289-7851

Honorable Commissioners' Court of Hidalgo County:

I submit for your consideration the following Intradepartmental transfer(s) (increase/decrease) in accordance with Local Government Code, Chapter 111, 111.070, Item C (2).

FROM Object Code	Description	TO Object Code	Description	Amount
431	repair & maint serv.- bldgs & otr struc	780	<i>capital</i> leases	\$ 15,000.00
<b>TOTAL</b>				<b>\$ 15,000.00</b>

REASON:

*[Handwritten Signature]*  
\_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE

NOT ENOUGH FUNDS TO COVER LEASE EXPENSES FOR XEROX MACHINE.

\_\_\_\_\_  
APPROVED COMMISSIONERS' COURT

  /  /    
DATE

\_\_\_\_\_  
ATTEST COUNTY CLERK