

INTRADEPARTMENTAL TRANSFER REQUEST

DATE: May 3, 2013

2013

Transfer

DEPARTMENT Sergio Cruz, Budget Officer

HEAD: _____

DEPARTMENT Department of Budget & Management for CO JUDGE

NAME: _____

ACCOUNT

NUMBER: 3-1100-413-00-110-006-0-XXX

SUBJECT: Intradepartmental transfer(s)



Contact: Rosie Cantu

Ph#: 292-7025 ext 5408

REVISED

05/08/2013

(CORRECTED OBJECT DESCRIPTION ONLY)

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
113	REGULAR F/T EMPLOYEES	114	Reg Part Time Employees	\$ 40,489.66
TOTAL				\$ 40,489.66

REASON: Intradepartmental transfer to fund the prorated salary for one (1) Executive Assistant III position, slot no. 0007 (Co Judge Office). Position is changing from regular full time, object code 113 to regular parttime, object code 114. Need to place funds in corresponding object code. Funds for fringe benefit expenditures are in place, do not need to transfer.

[Handwritten Signature]

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

05/08/2013

DATE

ATTEST COUNTY CLERK