DATE: November 15, 2013

DEPARTMENT HEAD: SERGIO J. VALDEZ

DEPARTMENT NAME: COUNTY COURT AT LAW NO. 7

ACCOUNT NUMBER: 3-1100-412-00-027-001-0-XXX

SUBJECT: **Intra-departmental Transfer/s (increase/decrease) in Accordance with Local Government Code, Chapter 111, Subchapter C, Section 111.070, Subsection C.**

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Intra-departmental transfer/s (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C Section 111.070, Subsection C.

FROM OBJECT CODE	OBJECT DESCRIPTION	TO OBJECT CODE	OBJECT DESCRIPTION	AMOUNT
890	OTHER	601	OFFICE & COMPUTER SUPPLIES	$500.00
661	MINOR OFFICE FURN. & EQUIP.	601	OFFICE & COMPUTER SUPPLIES	1,000.00
630	FOOD	**665**	MINOR COMPUTER EQUIPMENT	**1,000.00**
584	REGISTRATION FEES	**745**	COMPUTER EQUIPMENT	**1,000.00**
583	TRAVEL OUT OF COUNTY	**745**	COMPUTER EQUIPMENT	500.00
535	POSTAGE	**745**	COMPUTER EQUIPMENT	1,000.00
523	PUBLIC OFFICIAL INSURANCE	**671**	BUILD & OTHER STRUCTURE REPAIR & MAINT SUPPLIES	100.00
523	PUBLIC OFFICIAL INSURANCE	**665**	MINOR COMPUTER EQUIPMENT	500.00
523	PUBLIC OFFICIAL INSURANCE	**601**	OFFICE & COMPUTER SUPPLIES	400.00
			TOTAL	**6,000.00**

REASON: **NEED TO PURCHASE LAPTOPS AND OFFICE SUPPLIES**

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE / /

ATTEST COUNTY CLERK