DATE: November 7, 2013

2013
Transfer

DEPARTMENT HEAD: Daniel Flores

DEPARTMENT NAME: Facilities Management

ACCOUNT NUMBER: 3-1100-419-40-220-001-0-XXX

Contact Person: Glinda Pacheco **Ph#:** (956) 292-7025 Ext. 5411

SUBJECT: **Intradepartmental transfer(s)** (increase (decrease)) in accordance with Local Government Code. Chapter 111, § 111.070, Item C (2).

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Intradepartmental transfer(s) (increase (decrease)) in accordance with Local Government Code. Chapter 111. § 111.070, Item C (2).

FROM OBJECT CODE	OBJECT DESCRIPTION	TO OBJECT CODE	OBJECT DESCRIPTION	AMOUNT
431	FACILITIES MGMT-BLDG&OTHR STRUC R&M SR	601	FACILITIES MGMT-OFFICE & COMPUTER SUPPL	1,200.00
431	FACILITIES MGMT-BLDG&OTHR STRUC R&M	672	FACILITIES MGMT-EQ&VEH R&M SUPPLIES	3,000.00
431	FACILITIES MGMT-BLDG&OTHR STRUC R&M	619	FACILITIES MGMT-OTHER MISC SUPPLIES	83.21
			TOTAL	4,283.21

REASON:
Intradepartmental transfer needed to cover expense for a bench vise (obj 619), to cover XEROX requisition pending Commissioner Court approval (obj 601), to cover expenses for Mailroom supplies needed (obj 601), and to cover future expenses for equipment & vehicle supplies (obj 672)

DEPARTMENT HEAD SIGNATURE

11.7.13
DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK