DATE: March 2, 2015

DEPARTMENT HEAD: RICARDO SALDANA, EMC

DEPARTMENT NAME: Division of Emergency Services-Emergency Management

ACCOUNT NUMBER: 5-1100-429-00-110-075-0-

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 NAME	TO OBJECT CODE	OBJECT NAME	AMOUNT
610	GENERAL SUPPLIES	605	UNIFORMS	3,500.00
610	GENERAL SUPPLIES	660	EQUIPMENT AND FURNISHINGS	855.00
			TOTAL	4,355.00

REASON: THE FIRST TRANSFER IS BEING REQUESTED FOR THE PURCHASE OF UNIFORMS, AS STATED IN APPROVED UNIFORM POLICY. THE SECOND TRANSFER IS BEING REQUESTED FOR THE PURCHASE OF AN OFFICE COMPUTER.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT | **DATE** / / | **ATTEST COUNTY CLERK**