DATE: **September 4, 2015**

DEPARTMENT HEAD: **Andrea Valdez**

DEPARTMENT NAME: **TEXAS A&M AGRILIFE EXTENSION SERVICE**

ACCOUNT NUMBER: **5-1100-461-00-380-001-0-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
610	General Supplies	**520**	Insurance other than employee benefits	**50.00**
610	General Supplies	**631**	Bottled Water	**$60.00**
610	General Supplies	**660**	Furnishing & Equip. - Controlled	**650.00**
581	In-County Employee Travel	**626**	Gasoline / Diesel Fuel	$1,000.00
			TOTAL	**1,760.00**

REASON: **To properly classify expenditures for insurance needed for 4-H program events and bottled water needed for the office, fuel to be purchased for County vehicles and computer needed for new 4-H Agent who will be conducting programs and presentations.**

Andrea Valdez

DEPARTMENT HEAD SIGNATURE

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