DATE: November 5, 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
442	Equip & Vehicle Rental	610	General Supplies	94.00
535	Postage	610	General Supplies	$408.77
581	Travel - In County	610	General Supplies	2,000.00
581	Travel - In County	660	Furnishings & Equipment	$700.00
626	Gasoline/Fuel	610	General Supplies	500.00
640	Reference Materials	610	General Supplies	$81.00
583	Out of County Travel	610	General Supplies	977.00
			TOTAL	4,760.77

REASON: **To properly classify expenditures for storage rooms needing to be constructed to open up much needed office space. Also needed for puchasing of equipment**

Andrea Valdez

DEPARTMENT HEAD SIGNATURE

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