DATE: November 25, 2015

DEPARTMENT HEAD: Pablo (Paul) Villarreal Jr.

DEPARTMENT NAME: Hidalgo County Tax Office

ACCOUNT NUMBER: 5-1100-415-15-140-001-0xxx

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
584	REGISTRATION FEES	583	TRAVEL OUT OF COUNTY	$60.00
550	PRINTING AND BINDING	583	TRAVEL OUT OF COUNTY	$135.97
550	PRINTING AND BINDING	660	FURN&EQUIP CONTROLLED	$1,484.43
550	PRINTING AND BINDING	610	GENERAL SUPPLIES	$576.48
336	COMPUTER SERVICES	610	GENERAL SUPPLIES	$2,338.61
			TOTAL	$4,595.49

REASON: **Lit needed to cover a journal entry for Travel out of county as per Auditor's office (1st two items). Last three items are for the reclassification of object codes for purchase order 729204.**

DEPARTMENT HEAD SIGNATURE

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