

INTRA-DEPARTMENTAL TRANSFER

DATE: May 24, 2016

DEPARTMENT HEAD Judge Letty Lopez

DEPARTMENT NAME 389th District Court

ACCOUNT NUMBER: 6-1100-412-00-008-001-0-

CONTACT PERSON: Luisa Pearson PHONE: (956) 318-2080

SUBJECT: Intra-departmental Transfer(s)

Honorable Commissioner's Court of Hidalgo County:

I submit for your consideration the following Intra-departmental transfer(s) in accordance with Local Government Code, Chapter 111, Subchapter C.

FROM: OBJECT CODE	OBJECT NAME	TO: OBJECT CODE	OBJECT NAME	AMOUNT
890	Other	780	Capital Leases	\$ 1,000.00
TOTAL				\$ 1,000.00

REASON: Monies are needed to cover new Xerox Workcentre 7835P lease for remaining year.
Existing Xerox lease will expire at the end of May, 2016 and replacement will start in July, 2016.
Once new Purchase Order is approve, PO #737462 will be liquidated.

DEPARTMENT HEAD SIGNATURE

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK