DATE: June 9, 2016

DEPARTMENT HEAD: Judge Marcos Luis Ochoa

DEPARTMENT NAME: Pct.3, Pl.2

ACCOUNT NUMBER: 6-1100-412-00-066-001-0-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
550	PRINTING & BINDING	442	EQUIP&VEHICLE RENT	$ 60.00
550	PRINTING & BINDING	631	BOTTLED WATER	$ 100.00
550	PRINTING & BINDING	430	REPAIR AND MAINT. SER.	$ 690.00
550	PRINTING & BINDING	630	FOOD	$ 150.00
			TOTAL	$ 1,000.00

REASON: OFFICE WILL START A LEASE FOR A COPIER FOR THE REMAINDER OF THE YEAR OTHER OBJ. CODES ARE ALREADY CLOSE TO ZERO BALANCE AND WILL NOT HAVE MONEY TO COVER THE EXPENSES FOR THE REMAINDER OF THE YEAR

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE / /

ATTEST COUNTY CLERK