DATE: **September 7, 2016**

DEPARTMENT HEAD: **Andrea Valdez**

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

ACCOUNT NUMBER: **6-1100-461-00-380-001-0-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
810	Dues & Membership	**339**	Other Professional Services	**$224.00**
810	Dues & Membership	**660**	Furniture & Equipment Controlled	**399.66**
810	Dues & Membership	**610**	General Supplies	$606.34
780	Capital Leases	**610**	General Supplies	475.00
			TOTAL	**1,705.00**

REASON: **To properly classify expenditures to cover negative balance and much needed laptop for new employee and to replace some of the funds that were paid out for overages on color copies.**

Andrea Valdez

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE / /

ATTEST COUNTY CLERK