DATE: October 18, 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
OC-640	Reference Materials	OC-610	General Supplies	$250.00
			TOTAL	250.00

REASON: **To properly classify expenditures for general supplies**

Andrea Valdez

DEPARTMENT HEAD SIGNATURE

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