DATE: **February 2, 2017**

DEPARTMENT HEAD: **VALDE GUERRA**

DEPARTMENT NAME: **GENERAL LITIGATION**

ACCOUNT NUMBER: **7-1100-415-30-125-006-0**

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
333	Legal Services	**780**	Capital Leases	**600.00**
			TOTAL	**600.00**

REASON: **To pay for Pitney Bowes Machine to be installed at D.A.s Office for postmarking of mail on county related lawsuits/citations being defended/answered by Civil Litigation Section of DA's Office Additional funds needed.**

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE / /

ATTEST COUNTY CLERK