DATE: March 1, 2017

DEPARTMENT HEAD: VALDE GUERRA

DEPARTMENT NAME: MAILING SERVICES

ACCOUNT NUMBER: 7-1100-419-60-125-010-0-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
780	CAPITAL LEASES	442	EQUIP & VEHICLE RENTAL	3,000.00
780	CAPITAL LEASES	430	REPAIR & MAINT SERV.	4,600.00
			TOTAL	7,600.00

REASON: **To reverse transfer done on 2/21/17 as per Auditors; funds will remain in object codes identified for Pitney Bowes Lease of mail machine @ Courthouse.**

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE / /

ATTEST COUNTY CLERK