DATE: October 18, 2017

DEPARTMENT HEAD: Andrea Valdez

DEPARTMENT NAME: TEXAS A&M AGRILIFE EXTENSION SERVICE

ACCOUNT NUMBER: 7-1100-461-00-380-001-0-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
442	Equipment & Vehicle Rental	660	Furnishings & Equipment Controlled	**94.00**
531	Telephone & Telegraph	660	Furnishings & Equipment Controlled	**$116.00**
780	Capital Leases	660	Furnishings & Equipment Controlled	**500.00**
531	Telephone & Telegraph	610	General Supplies	$1,916.72
535	Postage	610	General Supplies	600.00
520	Insurance	610	General Supplies	$100.00
810	Dues & Membership	610	General Supplies	1,250.00
780	Capital Leases	610	General Supplies	$1,956.59
430	Repair & Maintenance Service	660	Furnishings & Equipment Controlled	1,608.25
			TOTAL	**8,141.56**

REASON: **To properly classify expenditures for much needed office furniture, computers and office supplies/materials for**

Andrea Valdez

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE / /

ATTEST COUNTY CLERK