DATE: July 5, 2018

DEPARTMENT HEAD: Judge Marcos Luis Ochoa

DEPARTMENT NAME: Pct.3, Pl.2

ACCOUNT NUMBER: 8-1100-412-00-066-001-0-

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
583	Travel out of County	581	Travel in County	$ 500.00
583	Travel out of County	610	General Supplies	$ 1,000.00
630	Food	610	General Supplies	$ 200.00
			TOTAL	$ 1,700.00

REASON: Mid year and the office is needing toner and other office supplies. Staff has to travel to Edinburg every Friday to catch up on adjustments more travel is needed in county travel.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

/ /
DATE

ATTEST COUNTY CLERK