DATE: **August 13, 2018**

DEPARTMENT HEAD: **Andrea Valdez**

DEPARTMENT NAME: **TEXAS A&M AGRILIFE EXTENSION SERVICE**

ACCOUNT NUMBER: **8-1100-461-00-380-001-0-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**
531	Telephone	630	Food	$100.00
531	Telephone	**583**	Out of County Travel	**2,526.00**
430	Repair & Maintenance Service	**583**	Out of County Travel	**$135**
531	Telephone	**584**	Registration fees	**650.00**
			TOTAL	**3,411.00**

REASON: **To properly classify expenditures for out of state travel, registration fees and food items needed for programs at the office.**

Andrea Valdez

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE / /

ATTEST COUNTY CLERK