DATE: October 12, 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
780	Capital Leases	660	Furniture & Equipment Controlled	$1,500.00
780	Capital Leases	**610**	General Supplies	**3,656.59**
631	Bottled Water	**610**	General Supplies	**$100**
631	Bottled Water	**630**	Food	**100.00**
520	Insurance	**610**	General Supplies	$120.00
430	Repair & Maintenance Services	**630**	Food	100.00
			TOTAL	**5,576.59**

REASON: **To properly classify expenditures for much needed supplies, computer equipment, projectors for programs and**

Andrea Valdez

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE / /

ATTEST COUNTY CLERK