DATE: **September 26, 2019**

DEPARTMENT HEAD: **Andrea Valdez**

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

ACCOUNT NUMBER: **9-1100-461-00-380-001-0-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	535	Postage	$ 135.00
531	Telephone	**630**	Food	**$ 300.00**
531	Telephone	**610**	General Supplies	**$ 798.00**
520	Insurance	**610**	General Supplies	**$ 49.00**
442	Equipment & Vehicle Rental	**610**	General Supplies	$ 20.08
583	Travel Out of County	**610**	General Supplies	$ 1,500.00
584	Registration Fees	**610**	General Supplies	$ 1,000.00
626	Gasoline/Diesel	**610**	General Supplies	$ 400.00
780	Capital Leases	**610**	General Supplies	$ 500.00
810	Dues & Membership	**640**	Reference Materials	$ 0.80
810	Dues & Membership	**610**	General Supplies	$ 1,694.20
811	Licenses & Permits	**610**	General Supplies	$ 50.00
			TOTAL	**$ 6,447.08**

REASON: **To properly classify expenditures to account where much needed supplies, parts for office equipment needing repair, etc…**

Andrea Valdez

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

__/__/__
DATE

ATTEST COUNTY CLERK