DATE: January 24, 2020

DEPARTMENT HEAD: VALDE GUERRA

DEPARTMENT NAME: GENERAL LITIGATION

ACCOUNT NUMBER: 0-1100-415-30-125-006-0-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
339	Other Professional Services	430	Repair & Maintenance Services	100.00
339	Other Professional Services	780	Capital Leases	1,101.00
339	Other Professional Services	610	General Supplies	500.00
339	Other Professional Services	640	Reference Materials	500.00
			TOTAL	2,201.00

REASON: **For Pitney Bowes Postage Machine @ DA's Civil Litigation Division and other expenses.**

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE / /

ATTEST COUNTY CLERK