DATE: March 10, 2020

DEPARTMENT HEAD: VALDE GUERRA

DEPARTMENT NAME: MAILING SERVICES

ACCOUNT NUMBER: 0-1100-419-60-125-010-0-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	430	Repair & Maint Srv	4,752.81
442	Equip & Vehicle Rent	430	Repair & Maint Srv	1,071.00
			TOTAL	5,823.81

REASON: **To fund correct object code for the lease of Pitney Bowes mail machine at courthouse.**

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE / /

ATTEST COUNTY CLERK