DATE: 05/27/2020

DEPARTMENT HEAD: Carlos Sanchez

DEPARTMENT NAME: Public Affairs Director

ACCOUNT NUMBER: 0-1100-413-00-110-077-0-XXX

Contact Person: Jane Lopez **Ph#:** Ext. 5501

SUBJECT: **Intradepartmental transfer(s)** (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Intradepartmental transfer(s) (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

FROM OBJECT CODE	OBJECT DESCRIPTION	TO OBJECT CODE		AMOUNT
550	Printing & Binding	812	Software License Renewals	$700.00
550	Printing & Binding	780	Capital Lease	$60.00
			TOTAL	$760.00

REASON:

To cover shortages for 2020 due to new staff added to our department.

5/28/20

DATE

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK