**DATE:** October 5, 2020

**DEPARTMENT HEAD:** Martha Salazar, CPPB

**DEPARTMENT NAME:** Purchasing

**ACCOUNT NUMBER:** 0-1100-415-18-160-001-0-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 |
|---|---|---|---|---|
| 583 | out of county travel | 610 | general supplies | $ 4,000.00 |
| 583 | out of county travel | 812 | software License | $ 15.42 |
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| | | | TOTAL | $ 4,015.42 |
| | | | | $ 4,015.42 |

**REASON:** need to purchase office supplies

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

/ /
DATE

ATTEST COUNTY CLERK