DATE: November 24, 2020

DEPARTMENT HEAD: Andrea Valdez

DEPARTMENT NAME: TEXAS A&M AGRILIFE EXTENSION SERVICE

ACCOUNT NUMBER: 0-1100-461-00-380-001-0-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
584	Registration Fees	660	Furnishings & Equipment	$941.00
584	Registration Fees	**610**	General Supplies	**1,560.00**
			TOTAL	**2,501.00**

REASON: **To properly classify expenditures for Xerox overages, supplies, laptop to replace one that crashed, Surface Go 2 will be used to record videos of programs/presentations/classes that are now being done virtually.**

Andrea Valdez

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT / / **DATE** **ATTEST COUNTY CLERK**