DATE: December 4, 2020

DEPARTMENT HEAD: Martha L. Salazar, CPPB

DEPARTMENT NAME: Purchasing Department

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
761	Software	336	Computer Serv	$ 2,223.36
660	Furn & Equipment	336	Computer Serv	$ 5,668.51
583	Travel out of County	336	Computer Serv	$ 678.03
442	Equip & Vehicle Rent	336	Computer Serv	$ 1,312.50
350	Other Serv	610	General Supplies	$ 193.00
430	Repair & Maint Srv	610	General Supplies	$ 3,239.75
532	Wireless devices	610	General Supplies	$ 187.15
550	Printing & Binding	610	General Supplies	$ 800.00
581	Travel in County	610	General Supplies	$ 200.00
630	Food	610	General Supplies	$ 500.00
626	Gasoline/Diesel	610	General Supplies	$ 200.00
631	Bottle Water	610	General Supplies	$ 190.00
640	Reference Materials	610	General Supplies	$ 2.40
780	Capital Leases	610	General Supplies	$ 176.80
583	Travel out of County	610	General Supplies	$1,289.21
				$ 16,860.71

REASON: To purchase supplies for the department daily functions.
To pay for Ricoh-Laserfiche renewal support and maintance services.

DEPARTMENT HEAD SIGNATURE

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