

DATE: December 9, 2020

DEPARTMENT HEAD: Martha L 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
610	general supplies	812	Software license Renewal	1,611.03
535	poastage	812	Software license Renewal	2,921.14
TOTAL				4,532.17

REASON: to pay Adobe Acrobat Renewal for Department Employee's


DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

_____/_____/_____
DATE

ATTEST COUNTY CLERK