**DATE:** January 13, 2021

**DEPARTMENT HEAD:** VALDE GUERRA

**DEPARTMENT NAME:** MAILING SERVICES

**ACCOUNT NUMBER:** 1-1100-419-60-125-010-0-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 |
|---|---|---|---|---|
| | | | | |
| | | | | |
| 780 | CAPITAL LEASES | 430 | REPAIR & MAINT. SERV | 6,337.08 |
| 350 | OTHER SERVICES | 430 | REPAIR & MAINT. SERV | 1,900.00 |
| 442 | EQUIP. & VEHICLE RENTAL | 430 | REPAIR & MAINT. SERV | 357.00 |
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| | | | TOTAL | 8,594.08 |

**REASON**: **To fund correct object codes for Pitney Bowes Lease of mail machine @ Courthouse.**

**DEPARTMENT HEAD SIGNATURE**

**APPROVED COMMISSIONERS' COURT**

**DATE** / /

**ATTEST COUNTY CLERK**