DATE: January 25, 2022

DEPARTMENT HEAD: Ricardo Saldana, EMC

DEPARTMENT NAME: Division of Emergency Services-Emergency Management

ACCOUNT NUMBER: 2-1100-429-00-110-075-0-

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 NAME	TO OBJECT CODE	OBJECT NAME	AMOUNT
412	CABLE/SATELLITE	350	OTHER SERVICES	350.00
535	POSTAGE	340	TECHNICAL SRV	200.00
550	PRINTING & BINDING	430	REPAIR & MAINTENANCE	3,000.00
610	GENERAL SUPPLIES	430	REPAIR & MAINTENANCE	6,000.00
631	BOTTLED WATER	520	INSURANCE	250.00
810	DUES & MEMBERSHIPS	780	CAPITAL LEASES	100.00
605	CLOTHING & UNIFORMS	421	CLEANING SERVICES	900.00
532	WIRELESS DEVICE	421	CLEANING SERVICES	800.00
			TOTAL	11,600.00

REASON: Transfer is being requested to cover the embroidery of employee uniforms, the repair & maintenance of OEM fleet, employees notary renewal, cleaning services for department portable trailer toilets, and the purchase order increase of the departments copier lease for the remainder of the year.

DEPARTMENT HEAD SIGNATURE

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