DATE: March 10, 2022

DEPARTMENT HEAD: Eduardo Belmarez, MBA,CPM

DEPARTMENT NAME: Purchasing

ACCOUNT NUMBER: 2-1100-415-18-160-001-0-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
336	Computer SRV	610	General Supplies	1.72
350	Other SRV	610	General Supplies	**1,000.00**
430	Repair & Main SRV	610	General Supplies	**1,000.00**
532	Wireless Devices	610	General Supplies	**466.72**
535	Postage	610	General Supplies	1,000.00
630	Food	610	General Supplies	500.00
			TOTAL	**3,968.44**

REASON: need to purchase office supplies

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

/ /
DATE

ATTEST COUNTY CLERK