DATE: November 23, 2022

DEPARTMENT HEAD: Andrea Valdez

DEPARTMENT NAME: TEXAS A&M AGRILIFE EXTENSION SERVICE

ACCOUNT NUMBER: 1-1100-461-00-380-001-0-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
550	Printing & Binding	583	Out of County Travel	$800.00
581	In County Travel	583	Out of County Travel	2,000.00
581	In County Travel	660	Furniture & Equipment	2,670.00
535	Postage	610	General Supplies	484.46
584	Registration Fees	610	General Supplies	250.00
630	Food	610	General Supplies	300.00
640	Reference Materials	610	General Supplies	150.00
810	Dues & Memberships	610	General Supplies	585.00
812	Software License	610	General Supplies	250.00
631	Bottle Water	610	General Supplies	160.00
581	In County Travel	610	General Supplies	330.00
			TOTAL	7,979.46

REASON: **To properly classify expenditures for equipment needed for equipment needed in the office.**

Andrea Valdez

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

__/__/__

DATE

ATTEST COUNTY CLERK