



WEBB COUNTY BUDGET OFFICE

REQUEST FOR MINISTERIAL / EMERGENCY BUDGET AMENDMENT

INSTRUCTIONS:

ALL budget appropriation transfer requests require Budget Office approval before being presented to court for ratification. Please submit the signed form to the Budget Office for review along with copy or backup to support this request for our review. The Budget Office will send the approved form to the department via email. Agenda items must be submitted by the department requesting ministerial budget amendment.

Requesting Department : District Attorney's Office

Date of Request: 09/13/2024

Request Type (check one):



Departmental Budget Amendment



Emergency Budget Amendment

Transfer From:

Account Number	Account Name	Amount
1001-2260-001-462605	Fuel & Lubricants	\$35,448.37
TOTAL		\$35,448.37

Transfer To:

Account Number	Account Name	Amount
1001-2260-001-410010	Incentive Supplementary	\$30,448.37
1001-2260-001-412000	Part Time	\$5,000.00
TOTAL		\$35,448.37

Justification for Request:

Trasnfer regeusted to cover payroll expenses.

Approved by Department Signing Authority:

Raul Coss Chief Financial Officer

Print Name/Title

Signature

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: _____

Date Entered by Budget Office: _____

BA#: _____

Agenda

Item : _____

Initials: _____