



# 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 : Community Action Agency

Date of Request: 11/18/2024

### Request Type (check one):



Departmental Budget Amendment



Emergency Budget Amendment

### Transfer From:

| Account Number       | Account Name          | Amount     |
|----------------------|-----------------------|------------|
| 2368-5170-521-458000 | Administrative Travel | \$1,100.00 |
|                      |                       |            |
|                      |                       |            |
|                      |                       |            |
|                      |                       |            |
|                      |                       |            |
|                      |                       |            |
| TOTAL                |                       | \$1,100.00 |

### Transfer To:

| Account Number       | Account Name        | Amount     |
|----------------------|---------------------|------------|
| 2368-5170-521-462605 | Fuel and Lubricants | \$1,100.00 |
|                      |                     |            |
|                      |                     |            |
|                      |                     |            |
|                      |                     |            |
|                      |                     |            |
|                      |                     |            |
| TOTAL                |                     | \$1,100.00 |

### Justification for Request:

~~Funds available will not cover operation of service through the end of the budget year.~~

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### Approved by Department Signing Authority:

Guillermo Walls, CAA Director

Print Name/Title

Signature

### FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: \_\_\_\_\_

Date Entered by Budget Office: \_\_\_\_\_

BA#: 2024-00054906

11.21.24

Agenda

Item : \_\_\_\_\_

Initials: EAG