



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 : Con. Pct. 4

Date of Request: 03/27/2025

Request Type (check one):

☐

Departmental Budget Amendment

☒

Emergency Budget Amendment

Transfer From:		
Account Number	Account Name	Amount
2202-3170-001-461006	Canine Expenses	\$2,023.00
TOTAL		\$2,023.00

Transfer To:		
Account Number	Account Name	Amount
2202-3170-001-460105	Minor Tools & Apparatus	\$1,673.00
2202-3170-001-461000	Materials & Supplies	\$350.00
TOTAL		\$2,023.00

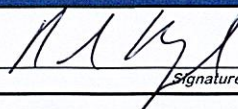
Justification for Request:

Will cover cost of equipment needed for deputies.

Approved by Department Signing Authority:

Constable / Rolando San Miguel

Print Name/Title


Signature

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: _____

Date Entered by Budget Office: _____

BA#: _____

Agenda

Item : _____

Initials: _____

Angelita F. Cruz

From: Angelita F. Cruz
Sent: Thursday, March 27, 2025 9:09 AM
To: Elizabeth M. Perez
Subject: Fund 2202 / Ministerial Budget Amendment / Con. Pct. 4

Good Afternoon Betty,

We are requesting a ministerial budget amendment from the following accounts:

	Acct. Number	Acct. Name	Amount
From:	2202-3170-001-461006	Canine Expenses	\$2,023
	2202-3170-001-460105	Minor Tools & Apparatus	\$1,673
To:	2202-3170-001-461000	Materials & Supplies	\$350

This will cover cost of equipment needed for deputies.
Please let me know if you have any questions.

Thank you,



*Angie Cruz
Webb County
Constable Pct.4
PH # 523-5100
Fax# 718-8694*

Requisition List
Requisition



Entry

Template

Department CENTS PCT 4 - Constable Pct 4

Vendor

Description

Category Standard

Form Type

Item <New>

Item

Description

Quantity

Unit of Measure EA - Each

Price per Unit \$0

G/L Account 2202-3170-001-461006 - Canine E

Project

Contract

Save Save/New Item Save/New Requisition

Budget Analysis

2202-3170-001-461006 (Const Pct.4 Federal Forfeiture-Cnstbl Pct 4-Administration-Canine Expenditures)
Budget Type Base Account Fiscal Year 2025

Original Budget	\$6,000.00
Budget Amendments - Posted	\$0.00
* Unposted Positive B/A	\$0.00
* Unposted Negative B/A	\$0.00
Total Budget	\$6,000.00
Expenses/Revenues	\$415.95
Encumbrances	\$0.00
Unposted Transactions (Details)	\$241.57
Transaction Amount	\$0.00
Available Budget	\$5,342.48

* = Budget Amendment Excluded

Budget Analysis



- Expenses/Revenues 7%
- Unposted Transactions 4%
- Available Budget 89%
- Encur
- Trans

Account Detail Cancel Unposted Activity

- 350.00 Antenna
- 1,673.00 Tint Meter
3,319.48 Left

Requisition List
Requisition



Entry

Template

Department CNTS PCT 4 - Constable Pct 4

Vendor

Description

Category Standard

Form Type

Item <New>

Item

Item

Description

Quantity

Unit of Measure EA - Each

Price per Unit \$

G/L Account 2202-3170-001-460105 - Minor Te

Project

Contract

Save Save/New Item Save/New Requisition

Budget Analysis

2202-3170-001-460105 (Const Pct.4 Federal Forfeiture-Cnstbl Pct 4-Administration-Minor Tools & Appar
Budget Type Base Account Fiscal Year 2025

Original Budget	\$0.00
Budget Amendments - Posted	\$0.00
* Unposted Positive B/A	\$0.00
* Unposted Negative B/A	\$0.00
Total Budget	\$0.00
Expenses/Revenues	\$0.00
Encumbrances	\$0.00
Unposted Transactions (Details)	\$0.00
Transaction Amount	\$0.00
Available Budget	\$0.00

* = Budget Amendment Excluded

Account Detail Cancel Unposted Activity

 Entry

Template

Department CNTS PCT 4 - Constable Pct 4

Vendor

Description

Category

Standard

Form Type

Item

<New>

Item

Item

Description

Quantity

Unit of Measure

EA - Each

Price per Unit

\$0

G/L Account

2202-3170-001-461000 - Material

Project

Contract

Save

Save/New Item

Save/New Requisition

Budget Analysis

2202-3170-001-461000 (Const Pct.4 Federal Forfeiture-Cnstbl Pct 4-Administration-Materials & Supplies)Budget Type **Base Account** Fiscal Year **2025**

Original Budget	\$0.00
Budget Amendments - Posted	\$0.00
* Unposted Positive B/A	\$350.00
* Unposted Negative B/A	\$0.00
Total Budget	\$0.00

Expenses/Revenues	\$0.00
Encumbrances	\$0.00
Unposted Transactions (Details)	\$0.00
Transaction Amount	\$0.00
Available Budget	\$0.00

* = Budget Amendment Excluded

Account Detail

Cancel

Unposted Activity