



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

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Emergency Budget Amendment

Transfer From:

Account Number	Account Name	Amount
1001-3170-001-441001	Telephone	\$1,500.00
1001-3170-001-456005	Postage & Courier Service	\$250.00
TOTAL		\$1,750.00

Transfer To:

Account Number	Account Name	Amount
1001-3170-001-461000	Materials & Supplies	\$1,750.00
TOTAL		\$1,750.00

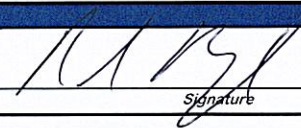
Justification for Request:

Purchase materials needed for office.

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

To: Elizabeth M. Perez
Subject: Ministerial Budget Amendment / Con. Pct. 4 / Fund 1001

Good Afternoon Betty,

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

	Acct. Number	Acct. Name	Amount
From:	1001-3170-001-441001	Telephone	\$1,500
	1001-3170-001-456005	Postage & Courier	\$250
To:	1001-3170-001-461000	Materials & Supplies	\$1,750

This will cover cost of materials needed for office.
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

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	1001-3170-001-461000 - Material
Project	
Contract	

[Save](#) [Save/New Item](#) [Save/New Requisition](#)

Budget Analysis

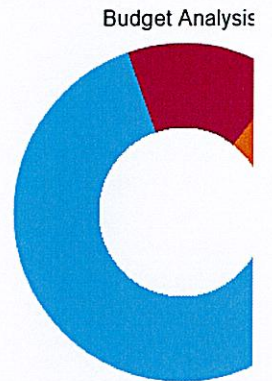
1001-3170-001-461000 (General Fund-Cnstbl Pct 4-Administration-Materials & Supplies)

Budget Type **Base Account** Fiscal Year **2025**

Original Budget	\$7,500.00
Budget Amendments - Posted	\$0.00
* Unposted Positive B/A	\$0.00
* Unposted Negative B/A	\$0.00
Total Budget	\$7,500.00

Expenses/Revenues	\$5,222.72
Encumbrances	\$1,185.78
Unposted Transactions (Details)	\$545.03
Transaction Amount	\$0.00
Available Budget	\$546.47

* = Budget Amendment Excluded



Expenses/Revenues 70%
Unposted Transactions 7%
Available Budget 7%
Encur
Trans

[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	
G/L Account	1001-3170-001-441001 - Telepho
Project	
Contract	

Save Save/New Item Save/New Requisition

Budget Analysis

1001-3170-001-441001 (General Fund-Cnstbl Pct 4-Administration-Telephone)

Budget Type Base Account Fiscal Year 2025

Original Budget	\$3,000.00
Budget Amendments - Posted	\$0.00
* Unposted Positive B/A	\$0.00
* Unposted Negative B/A	\$0.00
Total Budget	\$3,000.00
Expenses/Revenues	\$0.00
Encumbrances	\$0.00
Unposted Transactions (Details)	\$0.00
Transaction Amount	\$0.00
Available Budget	\$3,000.00

* = Budget Amendment Excluded

Expenses/Revenues 0%
Unposted Transactions 0%
Available Budget 100%

Encur
Trans

Budget Analysis



Account Detail Cancel Unposted Activity

Requisition List
Requisition



Template

Department

Vendor

Description

Category

Form Type

Item ☐ ☐ <New>

Item

Item

Description

Quantity

Unit of Measure

Price per Unit

G/L Account

Project

Contract

Save Save/New Item Save/New Requisition

Budget Analysis

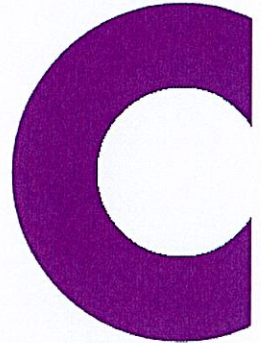
1001-3170-001-456005 (General Fund-Cnstbl Pct 4-Administration-Postage & Courier Service)
 Budget Type **Base Account** Fiscal Year **2025**

Original Budget	\$250.00
Budget Amendments - Posted	\$0.00
* Unposted Positive B/A	\$0.00
* Unposted Negative B/A	\$0.00
Total Budget	\$250.00
Expenses/Revenues	\$0.00
Encumbrances	\$0.00
Unposted Transactions (Details)	\$0.00
Transaction Amount	\$0.00
Available Budget	\$250.00

* = Budget Amendment Excluded

Expenses/Revenues 0% Encur
 Unposted Transactions 0% Trans
 Available Budget 100%

Budget Analysis



Account Detail Cancel Unposted Activity