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 : Webb Fairgrounds **Date of Request:** 04/15/2025

Request Type (check one):

☑ Departmental Budget Amendment ☐ Emergency Budget Amendment

Transfer From:

Account Number	Account Name	Amount
2031-1010-001-444500	EQUIPMENT RENTAL	$7,500.00
	TOTAL	$7,500.00

Transfer To:

Account Number	Account Name	Amount
2031-1010-001-454000-030	ADVERTISING AWARENESS & ACTIVITIES	$7,500.00
	TOTAL	$7,500.00

Justification for Request:

Transfer monies to cover advertising cost.

Approved by Department Signing Authority:

Alberto Torres, Director
Print Name/Title

Signature

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: _____

Date Entered by Budget Office: _____

BA#: _____

Agenda Item : _____

Initials: _____

August 2020