



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 : Constable Pct. 4Che

Date of Request: 06/13/2025

Request Type (check one):

☐

Departmental Budget Amendment

☒

Emergency Budget Amendment

Transfer From:

Account Number	Account Name	Amount
2202-3170-001-457006	Law Enforcement Other	\$1,500.00
TOTAL		\$1,500.00

ps. 6/13/25

Transfer To:

Account Number	Account Name	Amount
2202-3170-001-456305	Uniforms	\$1,500.00
TOTAL		\$1,500.00

Justification for Request:

Will be used to cover cost of uniforms.

Approved by Department Signing Authority:

Cheif Christopher Baker

Print Name/Title

Signature

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: _____

Date Entered by Budget Office: _____

BA#: _____

Agenda

Item : _____

Initials: _____



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2202-3170-001-456305	Uniforms	\$1,500.00
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Agenda
Item : _____

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Template	CNTS PCT 4 - Constable Pct 4
Department	
Vendor	
Description	
Category	Standard
Form Type	
Item	<New>
Item	
Description	
Quantity	
Unit of Measure	EA - Each
Price per Unit	
G/L Account	2202-3170-001-457006 - Law Enk
Project	
Contract	

Save Save/New Item Save/New Requisition

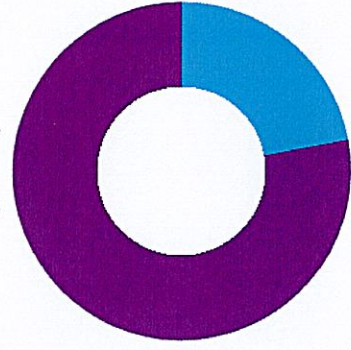
Budget Analysis

2202-3170-001-457006 (Const Pct.4 Federal Forfeiture-Cnstbl Pct 4-Administration-Law Enforcement - Other)
 Budget Type Base Account Fiscal Year 2025

Original Budget	\$10,000.00
Budget Amendments - Posted	(\$5,207.50)
* Unposted Positive B/A	\$0.00
* Unposted Negative B/A	\$0.00
Total Budget	\$4,792.50
Expenses/Revenues	\$1,055.00
Encumbrances	\$0.00
Unposted Transactions (Details)	\$0.00
Transaction Amount	\$0.00
Available Budget	\$3,737.50

* = Budget Amendment Excluded

Budget Analysis



Expenses/Revenues 22%
 Unposted Transactions 0%
 Available Budget 78%
 Encumbrances 0%
 Transaction Amount 0%

-1,300

Template	CNTS PCT 4 - Constable Pct 4
Department	
Vendor	
Description	
Category	Standard
Form Type	
Item	<New>
Item	
Description	
Quantity	
Unit of Measure	EA - Each
Price per Unit	
G/L Account	2202-3170-001-456305 - Uniforms
Project	
Contract	
Save	Save/New Item
	Save/New Requisition

Budget Analysis

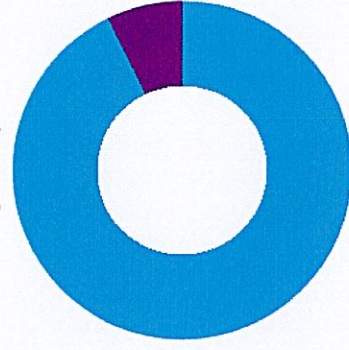
2202-3170-001-456305 (Const Pct.4 Federal Forfeiture-Cnstbl Pct 4-Administration-Uniforms)

Budget Type Base Account Fiscal Year 2025

Budget Analysis

Original Budget	\$0.00
Budget Amendments - Posted	\$5,207.50
* Unposted Positive B/A	\$0.00
* Unposted Negative B/A	\$0.00
Total Budget	\$5,207.50
Expenses/Revenues	\$4,829.50
Encumbrances	\$0.00
Unposted Transactions (Details)	\$0.00
Transaction Amount	\$0.00
Available Budget	\$378.00

* = Budget Amendment Excluded



Expenses/Revenues 93%
 Unposted Transactions 0%
 Available Budget 7%
 Encumbrances 0%
 Transaction Amount 0%

+ 13.00

Account Detail Cancel Unposted Activity