



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: 07/28/2025

Request Type (check one):

☐

Departmental Budget Amendment

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Emergency Budget Amendment

Transfer From:

Account Number	Account Name	Amount
2201-3170-001-461000	Materials & Supplies	\$50.00
TOTAL		\$50.00

as 7/29/25

Transfer To:

Account Number	Account Name	Amount
2201-3170-001-413000	Overtime	\$50.00
TOTAL		\$50.00

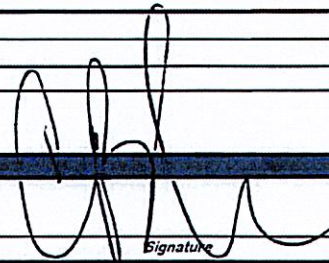
Justification for Request:

Funds will be use to cover FLSA overtime cost.

Approved by Department Signing Authority:

Chief Christopher Baker

Print Name/Title


Signature

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: _____

Date Entered by Budget Office: _____

BA#: _____

Agenda

Item : _____

Initials: _____

Requisition List
Requisition

Entry

Template	
Department	CNTS 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	2201-3170-001-461000 - Material
Project	
Contract	

Save Save/New Item Save/New Requisition

Budget Analysis

2201-3170-001-461000 (Const Pct.4 State Forfeiture-Cnstbl Pct 4-Administration-Materials & Supplies)

Budget Type Base Account Fiscal Year 2025

Original Budget	\$849.00
Budget Amendments - Posted	\$0.00
* Unposted Positive B/A	\$0.00
* Unposted Negative B/A	\$0.00
Total Budget	\$849.00
Expenses/Revenues	\$0.00
Encumbrances	\$0.00
Unposted Transactions (Details)	\$0.00
Transaction Amount	\$0.00
Available Budget	\$849.00

* = Budget Amendment Excluded

-50

Budget Analysis



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

Encur
Trans

Account Detail Cancel Unposted Activity

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	2201-3170-001-413000 - Overtim
Project	
Contract	
Save	Save/New Item
Save/New Requisition	

Budget Analysis

2201-3170-001-413000 (Const Pct.4 State Forfeiture-Cnstbl Pct 4-Administration-Overtime)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

x50

Angelita F. Cruz

From: Angelita F. Cruz
Sent: Tuesday, July 29, 2025 3:16 PM
To: Elizabeth M. Perez
Cc: Erik A. Garza
Subject: MBA / Fund 2201

Good Afternoon Betty,

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

	Acct. Number	Acct. Name	Amount
From:	2201-3170-001-461000	Materials & Supplies	\$50.00
To:	2201-3170-001-413000	Overtime	\$50.00

This will cover overtime cost.

Please let me know if you have any questions.

Thank you,



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