



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: 07/01/2025

Request Type (check one):

☐

Departmental Budget Amendment

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Emergency Budget Amendment

Transfer From:		
Account Number	Account Name	Amount
1001-3170-001-456205	Training & Education	\$405.58
1001-3170-001-458000	Administrative Travel	\$397.40
TOTAL		\$802.98

Transfer To:		
Account Number	Account Name	Amount
1001-3170-001-456305	Uniform	\$905.09
TOTAL		\$905.09 802.98

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802.98

Justification for Request:

Funds will be used to purchase uniforms.

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	1001-3170-001-456205 - Training
Project	
Contract	

Save Save/New Item Save/New Requisition

Budget Analysis

1001-3170-001-456205 (General Fund-Cnstbl Pct 4-Administration-Training & Education)

Budget Type Base Account Fiscal Year 2025

Original Budget	\$10,000.00
Budget Amendments - Posted	\$4,500.00
* Unposted Positive B/A	\$0.00
* Unposted Negative B/A	\$0.00
Total Budget	\$14,500.00

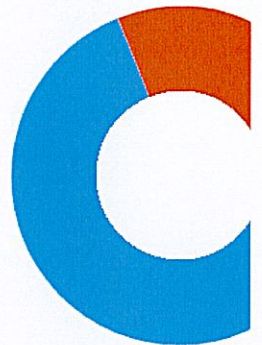
Expenses/Revenues	\$9,993.52
Encumbrances	\$0.00
Unposted Transactions (Details)	\$4,100.90
Transaction Amount	\$0.00
Available Budget	\$405.58

* = Budget Amendment Excluded

Expenses/Revenues 69%
Unposted Transactions 28%
Available Budget 3%

Encur
Trans

Budget Analysis



Account Detail Cancel Unposted Activity

- 405.58

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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	1001-3170-001-458000 - Adminis
Project	
Contract	

Save Save/New Item Save/New Requisition

Budget Analysis

1001-3170-001-458000 (General Fund-Cnstbl Pct 4-Administration-Administrative Travel)

Budget Type Base Account Fiscal Year 2025

Original Budget	\$3,500.00
Budget Amendments - Posted	\$0.00
* Unposted Positive B/A	\$0.00
* Unposted Negative B/A	\$0.00
Total Budget	\$3,500.00
Expenses/Revenues	\$910.00
Encumbrances	\$0.00
Unposted Transactions (Details)	\$2,192.60
Transaction Amount	\$0.00
Available Budget	\$397.40

* = Budget Amendment Excluded

Expenses/Revenues 26%
Unposted Transactions 63%
Available Budget 11%

Budget Analysis



Account Detail Cancel Unposted Activity

- 397.40
0

Requisition List
Requisition
 Entry

Template

Department

Vendor

Description

Category

Form Type

Item

Item

Description

Quantity

Unit of Measure

Price per Unit

G/L Account

Project

Contract

Save Save/New Item Save/New Requisition

Budget Analysis

1001-3170-001-456305 (General Fund-Cnstbl Pct 4-Administration-Uniforms)

Budget Type Base Account Fiscal Year 2025

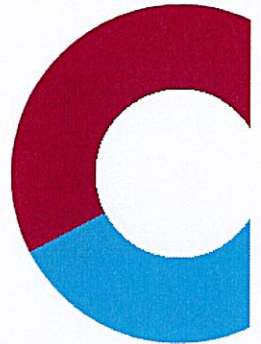
Original Budget	\$15,000.00
Budget Amendments - Posted	\$15,540.00
* Unposted Positive B/A	\$802.98
* Unposted Negative B/A	\$0.00
Total Budget	\$30,540.00

Expenses/Revenues	\$12,932.99
Encumbrances	\$17,504.90
Unposted Transactions (Details)	\$0.00
Transaction Amount	\$0.00
Available Budget	\$102.11

* = Budget Amendment Excluded

Expenses/Revenues 42%
Unposted Transactions 0%
Available Budget 0%

Budget Analysis



Encur
Trans

Account Detail Cancel Unposted Activity

+ 397.40
+ 405.58

+ 905.09

802.98