



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 : VETERANS OFFICE

Date of Request: 10/17/2025

Request Type (check one):

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Departmental Budget Amendment

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Emergency Budget Amendment

Transfer From:

Account Number	Account Name	Amount
1001-5410-001-463584	VETERANS ASSISTANCE	\$1,000.00
TOTAL		\$1,000.00

Transfer To:

Account Number	Account Name	Amount
1001-5410-001-443000-075	REPAIRS & MAINTENANCE VEHICLE	\$1,000.00
TOTAL		\$1,000.00

Justification for Request:

Vehicle 64-02 is currently in service for mechanical/maintenance repairs due to substantial oil leak. Repairs are required to avoid any further serious damage. Vehicle is urgently needed back due to transportation service we offer to Veterans, Dependents & surviving spouses in Webb County.

Approved by Department Signing Authority:

David Garza

Print Name/Title

Signature

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: _____

Date Entered by Budget Office: _____

BA#: _____

Agenda

Item : _____

Initials: _____