



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: 04/20/2026

Request Type (check one):



Departmental Budget Amendment



Emergency Budget Amendment

Transfer From:

Account Number	Account Name	Amount
1001-3170-001-456005	Postage & Courier Service	\$500.00
1001-3170-001-443000-035	Repairs & Maintenance Equipment	\$2,852.11
TOTAL		\$3,352.11

Transfer To:

Account Number	Account Name	Amount
1001-3170-001-461000	Material & Supplies	\$1,500.00
1001-3170-001-460105	Minor Tools & Apparatus	\$398.41
1001-3170-001-458000	Administrative Travel	\$1,453.70
TOTAL		\$3,352.11

Justification for Request:

Funds will be used to cover expenses for department.

Approved by Department Signing Authority:

Constable Pct. 4/ Rolando San Miguel

Print Name/Title

Signature

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: _____

Date Entered by Budget Office: _____

BA#: _____

Agenda

Item : _____

Initials: _____

myFavorites | Financial Management | Human Resources | Maintenance

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

\$0

G/L Account 1001-3170-001-456005 - Postage

Project

Contract

Save

Save/New Item

Save/New Requisition

Budget Analysis

1001-3170-001-456005 (General Fund-Cnstbl Pct 4-Administration-Postage & Courier Service)

Budget Type Base Account Fiscal Year 2026

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

* = Budget Amendment Excluded

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

Budget Analysis



Encur
Trans

Account Detail

Cancel

Unposted Activity

-500
0
M + S

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 1001-3170-001-443000-035 - Rep

Project

Contract

Save Save/New Item Save/New Requisition

Budget Analysis

1001-3170-001-443000-035 (General Fund-Cnstbl Pct 4-Administration-Repairs & Maintenance-Equipmen

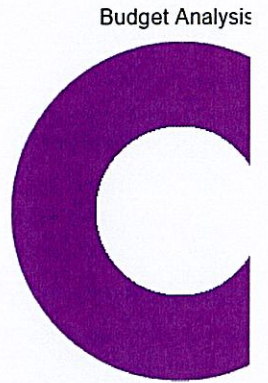
Budget Type Detail Account Fiscal Year 2026

Original Budget	\$10,000.00
Budget Amendments - Posted	\$0.00
* Unposted Positive B/A	\$0.00
* Unposted Negative B/A	\$0.00
Total Budget	\$10,000.00
Expenses/Revenues	\$0.00
Encumbrances	\$120.00
Unposted Transactions (Details)	\$0.00
Transaction Amount	\$0.00
Available Budget	\$9,880.00

* = Budget Amendment Excluded

Expenses/Revenues 0%
 Unposted Transactions 0%
 Available Budget 99%

Encur
 Trans



Account Detail Cancel Unposted Activity

- 1,126.60 Admin. Travel
 - 327.10 Admin. Travel
 - 1,000.00 M + S
 - 398.41 Minor Tools

 2,852.11

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

\$0

G/L Account 1001-3170-001-461000 - Material

Project

Contract

Save

Save/New Item

Save/New Requisition

Budget Analysis

1001-3170-001-461000 (General Fund-Cnstbl Pct 4-Administration-Materials & Supplies)

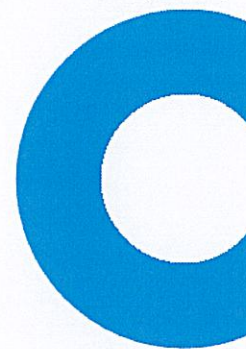
Budget Type Base Account Fiscal Year 2026

Original Budget	\$8,000.00
Budget Amendments - Posted	\$0.00
* Unposted Positive B/A	\$0.00
* Unposted Negative B/A	\$0.00
Total Budget	\$8,000.00
Expenses/Revenues	\$7,386.41
Encumbrances	\$121.92
Unposted Transactions (Details)	\$19.05
Transaction Amount	\$0.00
Available Budget	\$472.62 ✓

* = Budget Amendment Excluded

Expenses/Revenues 92%
Unposted Transactions 0%
Available Budget 6%

Budget Analysis



Account Detail

Cancel

Unposted Activity

+ 500.00 Postage
+ 1,000.00 R+M Equip.

1,500.00

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	1001-3170-001-460105 - Minor To	
Project		
Contract		
Save	Save/New Item	Save/New Requisition

Budget Analysis

1001-3170-001-460105 (General Fund-Cnstbl Pct 4-Administration-Minor Tools & Apparatus)

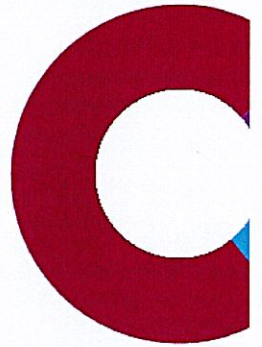
Budget Type Base Account Fiscal Year 2026

Original Budget	\$1,000.00
Budget Amendments - Posted	\$2,883.00
* Unposted Positive B/A	\$0.00
* Unposted Negative B/A	\$0.00
Total Budget	\$3,883.00
Expenses/Revenues	\$550.44
Encumbrances	\$2,883.00
Unposted Transactions (Details)	\$0.00
Transaction Amount	\$0.00
Available Budget	\$449.56

* = Budget Amendment Excluded

Expenses/Revenues 14%
Unposted Transactions 0%
Available Budget 12%

Budget Analysis



Encur
Trans

Account Detail Cancel Unposted Activity

+ 398.41 R+M Equip.

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 \$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 **2026**

Original Budget	\$4,000.00
Budget Amendments - Posted	\$0.00
* Unposted Positive B/A	\$0.00
* Unposted Negative B/A	\$0.00
Total Budget	\$4,000.00
Expenses/Revenues	\$1,072.00
Encumbrances	\$0.00
Unposted Transactions (Details)	\$2,190.85
Transaction Amount	\$0.00
Available Budget	\$737.15

* = Budget Amendment Excluded

Expenses/Revenues 27%
 Unposted Transactions 55%
 Available Budget 18%
 Encur Trans



Account Detail Cancel Unposted Activity

+327.10 R+M Equip.
 +1,126.60 R+M Equip.

 1,453.70