



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. 4

Date of Request: 05/07/2026

Request Type (check one):



Departmental Budget Amendment



Emergency Budget Amendment

Transfer From:

Account Number	Account Name	Amount
1001-3170-001-456205	Training & Education	\$750.00
TOTAL		\$750.00

Transfer To:

Account Number	Account Name	Amount
1001-3170-001-461000	Materials & Supplies	\$750.00
TOTAL		\$750.00

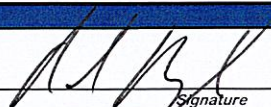
Justification for Request:

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: _____

Requisition List



Entry

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	1001-3170-001-456205 - Training
Project	
Contract	

Save Save/New Item Save/New Requisition

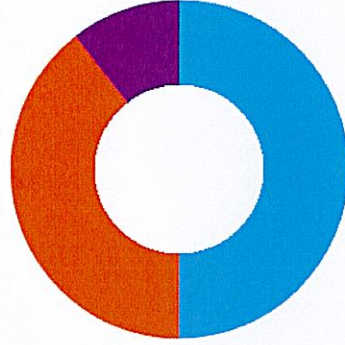
Budget Analysis

1001-3170-001-456205 (General Fund-Cnstbl Pct 4-Administration-Training & Education)
 Budget Type Base Account Fiscal Year 2026

Original Budget	\$12,000.00
Budget Amendments - Posted	\$0.00
* Unposted Positive B/A	\$0.00
* Unposted Negative B/A	\$0.00
Total Budget	\$12,000.00
Expenses/Revenues	\$6,000.00
Encumbrances	\$0.00
Unposted Transactions (Details)	\$4,732.24
Transaction Amount	\$0.00
Available Budget	\$1,267.76

* = Budget Amendment Excluded

Budget Analysis



Expenses/Revenues 50%
 Unposted Transactions 39%
 Available Budget 11%
 Encumbrances 0%
 Transaction Amount 0%

-750
 \$517.76



Entry

Approval Status 0 of 1 at 2 Validation St

Department CMTS PCT 4 - Constable Pct 4
Vendor 21409 - PATRIA OFFICE SUPPLY
Description office supplies
Category Standard
Form Type STD - Standard

Item Materials & Supplies Un

Item
Item Materials & Supplies Under \$500
Description LLR CHAIR, B&T, 500 LB
Quantity 1.0000
Unit of Measure EA - Each
Price per Unit \$669.0000
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)

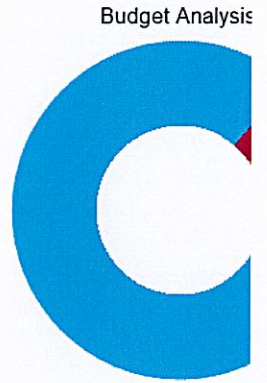
Budget Type Base Account Fiscal Year 2026

Original Budget	\$8,000.00
Budget Amendments - Posted	\$1,500.00
* Unposted Positive B/A	\$0.00
* Unposted Negative B/A	\$0.00
Total Budget	\$9,500.00
Expenses/Revenues	\$8,181.48
Encumbrances	\$400.00
Unposted Transactions (Details)	\$847.05
Transaction Amount	\$0.00
Available Budget	\$71.47

* = Budget Amendment Excluded

Expenses/Revenues 86%
Unposted Transactions 9%
Available Budget 1%

Encur
Trans



Account Detail Cancel Unposted Activity

+ 750