



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 : Self Help Center

Request Date 07/27/2026

GL DATE: _____ FY: _____

Request Type (check one):



Departmental Budget Amendment



Emergency Budget Amendment

Transfer From:

Account Number	Account Name	Amount
2021-6360-521-443000-075	Repairs & Maintenance Vehicles	\$800.00
TOTAL		\$800.00

Transfer To:

Account Number	Account Name	Amount
2021-6360-521-469001-005	Operating Lease Principal	\$800.00
TOTAL		\$800.00

Justification for Request:

Additional funds are necessary to cover the copier lease fee for the remainder of the fiscal year.

Approved by Department Signing Authority:

Guillermo Walls

Print Name/Title

Signature

FOR BUDGET OFFICE USE ONLY

Commissioners Court Ratification Date: _____

Date Entered by Budget Office: _____

BA#: _____

Agenda

Item : _____

Initials: _____