

Zapata County Line-Item Request Form

Information & Instructions

The budget line-item request form is designed to be used when budget changes are necessary or desired. Incomplete Line-Item requests will not be considered or placed on the Commissioners Court agenda. Requests are reviewed and approved by the Zapata County Commissioners Court. Once approved, they are processed by the Zapata County Treasurer's Office.

Before making a line-item transfer request:

- ✓ Consider all current and future expenditures that you may have. Make the request for the entire amount, this will eliminate multiple transfers for one line-item and possible over spending.
- ✓ Always make the transfer request prior to expending the funds in the line-item to avoid a negative deficit balance.
- ✓ The dollar amount should be rounded up to the nearest dollar.

Instructions:

1. The "From" box is where the line item funds will be taken from.
2. The "To" box is where the line item funds will be placed.
3. In the Department Name box, enter the name of the department (*see example in blue*).
4. In the Line-Item Number box, enter the specific line-item number where changes will occur. Always include the entire appropriation code including the Fund #, Department #, and Account # (*see example in green*).
5. In the Line-Item Name box, enter the name associated with the line-item number (*see example in red*).
6. In the Amount box, enter the dollar amount of the transfer, rounded up to the nearest dollar (*see example in purple*).

	Department Name	Line Item Number	Line-Item Name	Amount
From:	<i>Judge's Office</i>	<i>10 - 400 - 310</i>	<i>Office Supplies</i>	<i>\$ 5,523.00</i>
To:	<i>Auditor's Office</i>	<i>10 - 495 - 335</i>	<i>Equipment & Rental</i>	<i>\$ 5,523.00</i>

7. When giving the reason for the request(s), be specific and include any supporting documentation that would identify the need for the transfer of funds. The supporting documentation will be included in the Commissioners Court Agenda (*see example in orange*).

Reason for line-item transfer (please be specific):

Need to purchase copy machine (see attached quote).

Questions on completing this form can be directed to the Zapata County Judge's Office at 956-765-9920.