TRANSFERS WITHIN A BUDGET CATEGORY
FOR THE YEAR 2023

This form is used only for transfer of funds within a budget category.
Example: Fees (63000) into Property & Equipment (64000) or Operating Supplies (63600)

Email to Budget Inbox

Transfer of funds between budget categories or from one department to another must be requested on form BO1 - "In the Matter of Transferring of Budget Surplus". These transactions must be approved by Commissioners Court.

Department Name: **County Court at Law 3** Accounting Unit: **100426300**

***** USE WHOLE DOLLAR AMOUNTS ONLY *****

TRANSFER TO:

ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT
IT	65000	$ 555
	TOTAL TRANSFERRED TO:	**$ 555**

TRANSFER FROM:

ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT
OPERATING SUPPLIES & MATERIAL	63600	$ 555
	TOTAL TRANSFERRED FROM:	**$ 555**

EXPLANATION: Transfer funds to pay for APC Battery (89.99) and TV for the jurors(464.99).

Department Head: _____ Date: 4/19/23

Do Not Write in Box

Budget Office

Transfer # _____

Date _____

Form BO2
Revised 09/2010