

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  
BOI - "In the Matter of Transferring of Budget Surplus". These transactions must be approved by Commissioners Court.*

Department Name: Health & Human Services Accounting Unit: 100635100

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

**TRANSFER TO:**

ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT
INFORMATION TECHNOLOGY	65000	\$ 500
	<b>TOTAL TRANSFERRED TO:</b>	<b>\$ 500</b>

**TRANSFER FROM:**

ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT
FEES	63000	\$ 500
	<b>TOTAL TRANSFERRED FROM:</b>	<b>\$ 500</b>

**EXPLANATION:** transferring funds to information technology to purchase i.t. equipment.

Department Head:  Date: 8.14.2023

Do Not Write in Box

**Budget Office**

Transfer #                     

Date