

TRANSFERS WITHIN A BUDGET CATEGORY
FOR THE YEAR 2025

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: Justice of the Peace, Precinct 3 Accounting Unit: 100455500

*** USE WHOLE DOLLAR AMOUNTS ONLY ***

TRANSFER TO:

ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT
Information Technology	65000	\$ 20

TOTAL TRANSFERRED TO:

TRANSFER FROM:

ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT
Supplies & Maintenance	63600	\$ 20

TOTAL TRANSFERRED FROM:

EXPLANATION: Ordered a flash drive from our supplies account, need it to come out of the IT account instead.

Department Head:

Megan Elliot

Date:

2.12.25

Do Not Write in Box

Budget Office

Transfer #

Date
