

**BUDGET ADJUSTMENT REQUEST (GRANTS/PROJECTS)**

This form is used only when moving existing funds from one account category to another.  
 If you are adding additional awarded money to an existing budget, please refer to the Grant Process Guidelines.  
 Budget Adjustment Requests for grants/projects do not need approval from Commissioners Court.  
 Please email this request to the Auditor's Office and cc your department head.

Date: 12/9/2025  
 Requested By: Dr. Letosha Gale Lowe Acct Unit: 100635999

Please mark one of the following:  
 This adjustment has already been approved by the granting agency (attach a copy of the approved adjustment).  
 This adjustment is currently pending approval by granting agency.  
 This adjustment does not require prior approval from the granting agency.

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

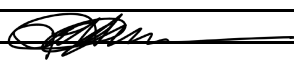
**TRANSFER TO:**

ACTIVITY NAME	ACCOUNT CATEGORY	AMOUNT
R630-DRAKEMPD	R2026	\$ 10,000.00
<b>TOTAL TRANSFERRED TO:</b>		<b>\$ 10,000.00</b>

**TRANSFER FROM:**

ACTIVITY NAME	ACCOUNT CATEGORY	AMOUNT
R635-NACOCARD	Y2013	\$ 6,900.00
R635-NACOCARD	Y2014	\$ 3,100.00
<b>TOTAL TRANSFERRED FROM:</b>		<b>\$ 10,000.00</b>

**EXPLANATION:** Transfer funds to Nancy Drake Memorial Professional Development fund for 2026 yearly awards.  
Authority: Precint 2 needs to authorize payment from NACO program



DO NOT WRITE IN BOX

<b>Auditor</b>	
<b>Date Transferred:</b>	<b>Change Order ID:</b>
<b>By:</b>	