TRANSFERS WITHIN A BUDGET CATEGORY
FOR THE YEAR 2026

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: **EMS** Accounting Unit: **100540100**

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

TRANSFER TO:

ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT
Information Technology	65000	$ 6,696
	TOTAL TRANSFERRED TO:	

TRANSFER FROM:

ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT
Capital Acquisitions	64500	$ 6,696
	TOTAL TRANSFERRED FROM:	

EXPLANATION: to cover the cost of 2 laptops

Department Head: _____ Date: 8-31-26

Do Not Write in Box

Budget Office

Transfer # _____

Date _____

Form BO2
Revised 09/2010