MEMORANDUM

TO: County Extension Coordinators

SUBJECT: Certification of County Expenditures

For accountability to our federal and state partners, it is important we secure, from each county, certifications setting forth the amounts contributed from county partners in support of the Extension programs for fiscal year 2013 (September 1, 2012 – August 31, 2013).

The attached Expenditure Certification Form is to be completed and certified by the appropriate county official. Instructions and a sample Expenditure Certification Form are attached to assist with completion of the forms. In addition, the forms are available for download on our website at http://countyprograms.tamu.edu/cpoadmin.htm. Attachments can be opened using Adobe Acrobat.

If additional assistance is needed in completing the Expenditure Certification Form, please contact my office at 979-845-7879 or email d-alexand@tamu.edu. Completed certifications should be forwarded to your respective District Extension Administrator. The district office will review and scan into the Laserfiche Budgets-WIP folder.

Your assistance in processing this in a timely manner is appreciated. The deadline for completion is January 31, 2014.

Sincerely,

Donna Alexander
Assistant Director for Budgets and Reporting

Attachments

c: Dr. Darrell Dromgoole
District Extension Administrators