

October 25, 2018

MEMORANDUM

TO: County Extension Coordinators

SUBJECT: Certification of County Expenditures

To support the use of Extension federal funds documenting federal match requirements, it is important that we secure from each county certified statements setting forth the amounts contributed from county sources in support of the county Extension programs for fiscal year 2018 (September 1, 2017 – August 31, 2018).

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 at <https://countyprograms.tamu.edu/county-operations-administration/>. 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. 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, 2019.

Sincerely,



Donna Alexander
Assistant Director for Fiscal Services

Attachments

cc: Dr. Parr Rosson
Dr. Jeff Ripley
Ms. Marilyn Frenzel

District Extension Administrators
District Office Managers