

October 10, 2019

MEMORANDUM

TO: County Extension Coordinators

SUBJECT: Certification of County Expenditures

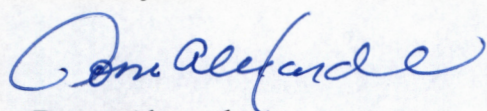
To support the use of Extension federal funds documenting federal match requirements, it is important that we secure from each county certified statements setting forth the amounts contributed from county sources in support of the county Extension programs for fiscal year 2019 (September 1, 2018 – August 31, 2019).

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.

Sincerely,



Donna Alexander
Assistant Agency Director, Finance

Attachments

cc:	Dr. Jeff Hyde	District Extension Administrators
	Dr. Jeff Ripley	District Office Managers
	Ms. Marilyn Frenzel	