OFFICE OF AGRILIFE ADMINISTRATIVE SERVICES 2147-TAMU College Station, TX 77843-2147 Tel. 979-845-7879|Fax. 979-845-0365|agrilifeas.tamu.edu



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 <a href="https://countyprograms.tamu.edu/county-operations-administration/">https://countyprograms.tamu.edu/county-operations-administration/</a>. 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,

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Donna Alexander Assistant Agency Director, Finance

Attachments

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

TEACHING Texas A&M University College of Agriculture & Life Sciences RESEARCH

EXTENSION Texas Addin Agrilline Extension Service SERVICE Texas A&M Veterinary Medical Diagnostic Laboratory