

October 7, 2021

MEMORANDUM

TO: County Extension Coordinators

SUBJECT: Certification of County Expenditures

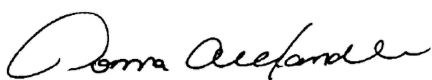
Texas A&M AgriLife Extension Service values the partnerships counties provide in support of Extension programs. For annual accountability to state and federal partners, it is important that we secure from each county certified statements setting forth the amounts contributed from county sources in support of the county Extension programs for fiscal year 2021.

The attached Expenditure Certification Form can 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 [here](#). 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 donna.alexander@ag.tamu.edu. Completed certifications should be forwarded to the 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
Dr. Jeff Ripley
Ms. Marilyn Frenzel

District Extension Administrators
District Office Managers