

November 8, 2022

**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 agency reporting to our 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 2022.

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](mailto: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 Work in Progress – Budgets/County Expenditure Certification – For Review folder.

Your assistance in processing this in a timely manner is appreciated.

Sincerely,

*Donna Alexander*

Donna Alexander  
Assistant Agency Director, Finance

Attachments

cc: Dr. Rick Avery  
Dr. Jeff Ripley  
Ms. Marilyn Frenzel

District Extension Administrators  
District Office Managers