

## EXTENSION ACCOUNTS ESTABLISHED AT THE DISTRICT OFFICE:

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Dear Agents– In order to establish an Extension account we would first need to know the source and the amount of the funds. This is important to determine our next step. Dr. Ruben Saldaña must give approval before we move forward.

Keep in mind that to expend the funds in this account once it is set up, you will need to utilize local vendors in which you have established credit accounts or use your own payment method. The District Office will not be making purchases on your behalf.

- The District Extension Administrator must approve all expenses on all Extension Accounts held at the District Office, please follow the procedures below to process expenses promptly. These are state funds and must be spent in accordance with state purchasing guidelines. <http://agriflifeas.tamu.edu/fiscal/disbursements/resources/>
- **STEP 1: PURCHASE REQUEST** - Fill out the Online PO Request Form completely and submit prior to any purchases on AgriLife Extension Accounts. This is necessary in order to encumber the funds. <http://southtexas.tamu.edu/county-resources/office-management/purchase-request/>
- All vendors must be set up on our system, call District office to verify. If they are not set up, a substitute W-9 form (AG-217) must be submitted immediately (link to this form included on online form).
- Include a valid justification for the purchase including Event Name, date and location and itemize your purchases, (list each item and its cost).
- Once we receive the form, we will issue a PO# (if applicable) and email you the approval to proceed with the purchase.
- **STEP 2: EXPENSE SUBMISSION** – after you have made your purchase, fill out and submit the Online Expense Submission Form and upload copies of invoices immediately for prompt processing. <http://southtexas.tamu.edu/county-resources/office-management/expense-submission/>
- **Employee Reimbursements** – Employees submitting invoices/receipts for personal reimbursements of non-travel related business expenses must follow Step 2 above and include a completed Form AG-296 – Personal Reimbursement form (link included on online form) and attach an itemized receipt/invoice with valid proof of payment. Note: Individuals may not be reimbursed for Texas state sales tax on purchases made on behalf of the agency for goods, services and/or business meals, regardless of the funding source. State employees should carry a tax exemption form with them when making a business purchase.
- **Travel Expenses** - Employees must submit a travel authorization request via CONCUR and include estimated expenses and appropriate account number prior to the trip to allow for encumbrance of funds if at all possible, otherwise we will need an estimate on travel expenses prior to the trip to assure for encumbrance.
  - A Travel Expense Report will also need to be submitted via CONCUR AFTER travel is completed and copies of all receipts must be attached for accounting purposes.

Contact us if you have any questions or concerns.

Best Regards,

District 12 Office Manager