

OFFICE OF AGRILIFE ADMINISTRATIVE SERVICES

2147-TAMU

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November 15, 2024

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 2024.

Effective FY24, the Expenditure Certification Form can now be completed and certified by the appropriate county official online via Laserfiche. The form link is available [here](#). Instructions are attached to assist with completion of the form and 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. Forms submitted online will be routed to the respective District Office Manager within Laserfiche, then to the Texas A&M AgriLife Extension Service Budgets office.

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	District Extension Administrators
	Dr. Donald Kelm	District Office Managers
	Ms. Sandra Schultz	

TEACHING

Texas A&M University
College of Agriculture & Life Sciences

RESEARCH

Texas A&M AgriLife Research

EXTENSION

Texas A&M AgriLife Extension Service

SERVICE

Texas A&M Forest Service
Texas A&M Veterinary
Medical Diagnostic Laboratory