

Topic	Allowable/Non Allowable Expenses on Designated Funds
Audience	CEAs, Specialists
Funding Source	AgriLife Extension
Heading	Disbursements
Document #	100004
Revision Date	4/22/2021
Primary Contact	District Office Manager or Unit Business office

Designated Accounts - Allowable/Non Allowable Expenses

Designated Accounts aka "2" Accounts (2xxxxx) are considered "local" funds. Expenditure of these funds must follow the AgriLife Disbursements Guidelines and expenses must relate to the AgriLife Extension mission. All purchases of \$10K or more must be pre-approved by Purchasing. Any purchase involving IT development requires pre-approval by Purchasing and IT. Additional information by account and/or expense type is noted below. The following are preferred funding sources. Additional questions should be referred to the District

Y = allowable	Types of Funds			
Types of Expenses	See Add'l Info	Designated Accounts (2xx1xx)	Service accounts- Labs & Chick Sales (2xx300)	Program Development Funds aka Indirect Cost (IDC) Returns (2xx700)
Computers/Printers/Scanners		Y	Y	Y
Employee Retirement		Y		
Exhibitor Table/Booth Fees		Y	Y	Y
Food (Business Meals)	1	Y	Y	
Food (Demo Purposes)		Y	Y	Y
Food (Meeting and/or Workshop Meals & Snacks)	1	Y	Y	
Gifts/Awards (Employee)	2	Y	Y	
Gifts/Awards (Non-Employee)	3	Y	Y	
Marketing (pens)		Y	Y	
Marketing (tablecloths)		Y	Y	
Marketing (t-shirts)		Y	Y	
Membership Fees (agency, dept, or unit named)		Y	Y	
Membership Fees (individually named)	4	NOT ALLOWABLE		
Office Supplies		Y	Y	Y
Plants/Flowers (Demo Purposes)		Y	Y	Y
Speaker Fees		Y	Y	Y
Sponsorships	5	Y		
Texas State Sales Tax	6	NOT ALLOWABLE		
Travel (Employee/Non-Employee)		Y	Y	Y

Accounts requiring special attention:

Restricted Gift Funds (2xx600) - Expenses should support AgriLife Extension's mission and follow donor's intent.

Resources:

AgriLife Disbursements Guidelines	http://agrilifeas.tamu.edu/documents/guidelines-disb-funds.pdf
Purchasing Website	http://agrilifeas.tamu.edu/fiscal/purchasing/
Purchasing Guidelines	http://agrilifeas.tamu.edu/documents/purchasing-guidelines.pdf

Designated Accounts - Allowable/Non Allowable Expenses

Additional Information		
Note #	Types of Expenses	Special Rules
1	Food (Business Meals; Meeting and/or Workshop Meals & Snacks)	Who, what, where, when, and why must be documented.
2	Gifts/Awards (Employee)	Employee gifts in excess of \$100 and gift cards in any amount are allowable but are taxable to the employee and require a request for tax withholding form (AG-517). Employee name and UIN must be documented.
3	Gifts/Awards (Non-Employee)	Recipient name must be documented for any gift under \$600; any gift over \$600 must follow IRS regulations
4	Membership Fees (individually named)	Individually named Membership Fees are not allowable on any AgriLife Extension funds. All memberships must be in the name of the agency, dept, or unit.
5	Sponsorships	In order to process payments for sponsorships, the following information must be provided: 1.) purpose of the sponsorship and benefit provided to the agency/dept/unit, 2.) how this expense relates to the purpose of the account used to pay the sponsorship, and 3.) detailed itemization and description of specific items that will be paid for by our sponsorship.
6	Texas State Sales Tax	As a state agency, AgriLife Extension is exempt from Texas state sales tax. When making purchases use: Texas Sales and Use Tax Exemption Certification http://agrilifeas.tamu.edu/documents/01-339.pdf