

Extension Cost Recovery

Resources for County Extension Agents

scenario

Events through District Workshop Accounts



participants

Because funds will be deposited directly to an Extension District Workshop account, Extension receipts are required to be issued to each participant.



county extension agents

The agent receives the fee from each participant, and issues an Extension receipt to each participant. The Agent then sends all funds (individual checks and money order if needed), the pink copy of the Extension receipts for each participant, and form AG207, *Deposit Form*, to the Extension Banking and Receivables Office.

scenario profile

Events through District Workshop Accounts

about: Since funds will be deposited directly to an Extension District Workshop account, Extension receipts are issued to each participant. The Agent should get the district workshop account number from their District Office Manager. The Agent receives the fee from each participant, and issues an Extension receipt to each participant. The Agent then sends all funds (individual checks and money order if needed), the pink copy of the Extension receipts for each participant, and AG-207, *Deposit Form*, to the Extension Banking and Receivables Office.

- AG-207: *Deposit Form*
(complete and mail to Extension Cash Management with funds and Extension pink receipts)

Found on the Web at: <http://agriflifeas.tamu.edu/library/pdf/forms/ag-207.pdf>

Texas A&M AgriLife Banking and Receivables Office

Physical Address:

578 John Kimbrough Blvd.
Fifth Floor Suite
College Station, TX 77843-2147

Mailing Address:

PO Box 10420
College Station, TX 77842

note:

Do not mail cash. Convert cash to a money order. Pay for the money order with the cash you have received, and include the receipt for the cost of the money order with your deposit.

quick scenario overview:

1. The agent receives the fee from each participant, and issues an Extension receipt to each participant.
2. The agent sends all funds (individual checks and money order if needed), the pink copy of the Extension receipts for each participant, and form AG-207, *Deposit Form*, to the Extension Banking and Receivables Office.