



September 1, 2016

To: Texas A&M AgriLife Unit Heads and Business Administrators

Re: AgriLife Extension Copy Service Center

As a reminder, Texas A&M AgriLife Extension Service received approval through the TAMUS Board for Extension Copy Services to be designated as a Service Center beginning fiscal year 2017. This designation will allow Extension units flexibility on the type of funds that can be used. This also sets established rates for federal contract and grant accounts. Effective September 1, 2016, units may begin using both state and local funding sources. In light of this transition, Extension copy allocations will be discontinued.

A new vendor identification number has been set up specifically for the service center. It is number **9555555553**. It is important this specific identification number is used. Please begin using immediately for state voucher processing. Interdepartmental transfers will continue to be done between local accounts.

Questions regarding the Service Center may be directed to Donna Alexander at 979-845-7879.