

# Fee Based Programs

*Resources for County Extension Agents*

## scenario

*Events through District Workshop Accounts*

step  
1



### *participants*

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

step  
2



### *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 receipt for each participant, and form AG-207, *Deposit Form*, to the Extension Cash Management Office. The Agent completes form AG-230, *Event Report-County Programs*, and sends this form to their District Extension 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 receipt for each participant, and AG-207, *Deposit Form*, to the Extension Cash Management Office. Finally, the Agent completes form AG-230, *Event Report-County Programs*, and sends this form to their District Extension Office.

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

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

### Texas A&M AgriLife Cash Management Office

Physical Address:

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

Mailing Address:

PO Box 10420  
College Station, TX 77842

- AG-230: *Event Report*  
(complete and mail to your District Extension Office)

Found on the Web at: <http://agrilifeas.tamu.edu/library/pdf/forms/ag-230.pdf>

**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 Cash Management Office.
3. Finally, the Agent completes AG-230, *Event Report-County Programs*, and sends the form to their District Extension Office.