SPONSORSHIPS DEPOSITING INTO YOUR DISTRICT WORKSHOP ACCOUNT



It is appropriate to secure sponsors for Extension activities and publications to offset cost incurred for deliverables. Sponsorships do not require the submission of Gift forms through Contracts and Grants. They should be receipted and deposited with Banking and Receivables in accordance with Texas A&M AgriLife procedures. Acknowledgment of donors/sponsors is appropriate. The Texas A&M AgriLife Extension Service best practices should be followed.

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- 1. Establish Extension Workshop Account The District Extension Administrator must give approval before we move forward. We would first need to know the source and the amount of the sponsorship funds.
- 2. Agent receives sponsorship funds and issues an Extension receipt (original white copy) to sponsor.
- 3. Endorse the sponsor checks "For Deposit Only Extension Acct#282100-XXXXX" (the "X" indicates the support account number issued to your County by district office manager).
- 4. Complete form AG-207 (See attached Deposit Form and Sample Form).
- 5. Mail complete packet utilizing Stamps.com using Certified Mail with proper tracking to:

Texas A&M AgriLife Banking & Receivables PO Box 10420

College Station, TX 77842

- 6. The complete packet includes:
 - AG-207 (Deposit Form)
 - o **All Funds** (individual checks/money orders)
 - Pink copy of receipt
- 7. Keep a copy of everything for your files.
- 8. To expend the funds for your workshops, follow best practice procedures. These are State funds and must be spent in accordance with state purchasing guidelines.

More info: http://agrilife.org/southtexas/files/2012/03/Extension-Accounts.pdf

Texas A&M AgriLife Administrative Services – Banking and Receivables

Deposit Form

Receipt dates ______ to _____



Receipt Number (Ref 2)

С

Fiscal Reference

					Dept	. Ref	
					Dept	. Ref	(Ref 4)
							(Ref 3)
Enclosed a	re mo	nies consisting of:	For Depo	sit With:			
Checks	\$			□06 Research	□07 Extens	ion □20 T	VMDL
Cash	\$						
Other	\$						
TOTAL	\$			4 Let	ter departme	ent code	
A	ccour	nting Analysis	Am	ount		Descrip	tion
			\$				
			\$				
			\$	_			
			\$				
			\$	_			
			\$	_			
Receipt Nui	mber	Payo	or/Item	Qua	•	it Price	Amount
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$		\$
					\$	TOTAL	\$
						TOTAL	\$
	_				<i></i> .		
	Depa	rtmental Approval			FISCAL /	Approval	
S	Signed:			Sign	ed:		
Deposit Slip Nu	umber:			Laserfiche Docum	ent:		



Texas A&M AgriLife
Administrative Services – Banking and Receivables



	Deposi	t Form		Fiscal Reference	С		
Receipt dates to				l	Receipt Number (Ref 2)		
	Туре Red	ceipt Dates Here		Dont I	no.		
				рерт. н	Ref(Ref 4)		
Clear All Fiel	lde			Dept. F	Ref		
Clear All I lei	us				(Ref 3)		
Enclosed ar	e monies consi	sting of:	For Deposit With:				
Checks	\$100.00		□06 Re	search <mark>☑0</mark> 7 Extensio	n □20 TVMDL		
Cash	\$						
Other	\$			DS12			
TOTAL	\$100.00		4 Letter department code				
·							
Accounting Analysis			Amount		Description		
28210 0	60xxx	1000	\$100.00	Type in the n	<mark>ame of your EVENT he</mark> re		
You must type	e in your county's	type 1000 here	\$	include the e	vent dates as well.		
workshop acce	ount & support	which means "all expense pool"	\$				
account numb	ber assigned by		\$				
- typice manage			\$				
			\$				
	<u> </u>	•					

Receipt Number	Payor/Item	Quantity	Unit Price	Amount
144517-144526	•	1.00	\$ 100.00	\$ <mark>100.00</mark>
You may list a range	of receipts as indicated above or list individually.		\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
_			TOTAL	\$100.00

Depa	rtmental Approval	Fiscal Approval		
Original signature required by Agent receiving funds. Oscillators Signed: Oute:	Original Signature and Date Required	Fiscal Office Signed: use only Date:	Original Signature and Date Required	
Deposit Slip Number:		Laserfiche Document:		