

## SPONSORSHIPS

### DEPOSITING INTO YOUR DISTRICT WORKSHOP ACCOUNT

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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.



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)
  - **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>

**Deposit Form**

Fiscal Reference

C

Receipt dates \_\_\_\_\_ to \_\_\_\_\_

Receipt Number (Ref 2)

Dept. Ref. \_\_\_\_\_ (Ref 4)

Dept. Ref. \_\_\_\_\_ (Ref 3)

**Enclosed are monies consisting of:****For Deposit With:**

Checks	\$
Cash	\$
Other	\$
<b>TOTAL</b>	\$

☐06 Research   ☐07 Extension   ☐20 TVMDL\_\_\_\_\_  
**4 Letter department code**

<b>Accounting Analysis</b>			<b>Amount</b>
			\$
			\$
			\$
			\$
			\$
			\$

<b>Description</b>

<b>Receipt Number</b>	<b>Payor/Item</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Amount</b>
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
<b>TOTAL</b>				\$

**Departmental Approval**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Deposit Slip Number: \_\_\_\_\_

**Fiscal Approval**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Laserfiche Document: \_\_\_\_\_

