

These steps should be done as soon as events are completed, before submitting forms to Texas A&M AgriLife Banking & Receivables Office* (formerly known as Cash Management).

Scenario 1 (through local committee)

1. Your committee collects money from the participants of the event.
 2. Your committee provides their own (generic) receipts to the participants. DO NOT provide the participants with receipts from the Extension receipt book.
 3. The committee then remits the cost recovery fee to Extension (\$10/participant or 10%, whichever is greater). Agent provides the committee the white copy of the receipt from the Extension receipt book for the one committee check.
 4. Endorse the committee check "*For Deposit Only- Extension Acct# 210410*"
 5. Complete form AG-231 page 1 and 2 (Event Report and Deposit Form).
 6. Mail complete packet to **AgriLife Banking & Receivables Office** (see address below*).
The complete packet includes:
 - o [AG-231 page 1 and 2](#) (Event Report with Deposit Form)
or [AG-233](#) (Multiple Event Report with Deposit Form)
 - o The committee check
 - o The pink copy of the receipt.
(DO NOT send any copies to District 12 Office.)
 7. **FOR DISTRICT REPORTING:** Please follow this link to submit your event [Extension Fee Based Program Report Form](#). You must submit a report for each event; this notifies our office what you are sending in to AgriLife Banking & Receivables and includes your event in our monthly district report. Do not send form confirmations to AgriLife B&R.
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Scenario 2 (through District Workshop Account)

1. Agent receives the fee from each participant and issues an Extension receipt (white copy) to each one.
 2. Endorse the participant checks or m.o.'s "*For Deposit Only- Extension Acct#282100*"
 3. Complete form AG-207 (Deposit Form).
 4. Mail complete packet to **AgriLife Banking & Receivables Office** (see address below*).
The complete packet includes:
 - o [AG-207](#) (Deposit Form) - - - ([Sample](#))
 - o All Funds (individual checks/money orders)
 - o The pink copy of receipts for each participant
(DO NOT send any copies to District 12 Office – since you will be utilizing online reporting, the AG-230 - Event Report is not required in Scenario 2.)
 5. **FOR DISTRICT REPORTING:** Please follow this link to submit your event [Extension Fee Based Program Report Form](#). You must submit a report for each event; this notifies our office what you are sending in to AgriLife Banking & Receivables and includes your event in our monthly district report. Do not send form confirmations to AgriLife B&R.
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***Texas A&M AgriLife Banking & Receivables Office
PO Box 10420
College Station, TX 77842**

Links:

D12 Extension Fee Based Program Report Form:

https://southtexas.tamu.edu/county-resources/d12feebasedprograms/d12_report_form

AG-231 page 1 and 2 (Event Report with Deposit Form)

<http://agrilifeas.tamu.edu/documents/ag-231.pdf>

AG-233 (Multiple Event Report with Deposit Form)

<http://agrilifeas.tamu.edu/documents/AG-233.pdf>

AG-207 (Deposit Form)

<http://agrilifeas.tamu.edu/documents/ag-207.pdf>

Extension Fee Based Program Resources for County Extension Agents

<http://agrilifeas.tamu.edu/fiscal/fiscal-banking-and-receivables/ext-fee-based-program>