

Message from the Dean:

In an effort to streamline the reimbursement processes within the college, effective January 2, 2007 only one program administrative signature will be required on every reimbursement voucher submitted. All vouchers for departments within the College of Agriculture & Home Economics will continue to be processed through the college's Office of Business & Resource Planning.

For Cooperative Extension Service programs, Associate Director Paul Gutierrez has specified that county directors will be the designated program administrative approvers.

The reimbursement form has space for three signatures:

1. Department Head (this is where the AES, CES, or I & G program administrator will sign)
2. Dean or Director (this is where the Office of Business & Resource Planning representative will sign)
3. Fiscal Monitor (this is where the central business office personnel will sign)

Thank you for your attention to this attempt to streamline this critical processing issue.

Lowell Catlett
Paul Gutierrez
Wes Holley
LeRoy Daugherty
Tim Nesbitt