

## County Appropriation and Misc Billing Form

**Purpose:** To notify Extension Operations and Extension Administration of your yearly county appropriation, estimated tax levy revenue and to ask Extension Operations to bill for these items on your behalf.

**Instructions:** Each January complete this form and send:

1. One copy to your Area Leader
2. One copy to Extension Operations (Jesse Buxton, [buxton.26@osu.edu](mailto:buxton.26@osu.edu))

**If you have other items, such as grants from your commissioners or other agencies, rent, etc. that the Extension Operations is to invoice, please fill this form out for each one of those items.**

Office Name \_\_\_\_\_

Total Appropriation \$ \_\_\_\_\_

Cost Center \_\_\_\_\_ Fund/Balancing Unit \_\_\_\_\_

Grant Title \_\_\_\_\_  
(if applicable)

Check this box if this is a levy estimate and you DO NOT want invoices sent

**Extension Operations is authorized to bill the entity below for the total appropriation shown above, according to the following schedule:**

(First billing no later than March 1st; Last billing no later than November 1st.)

Note: County offices will be notified by copy at the time of each billing.

**For Calendar**

Year: (please check box)      2023                                      2024                                      2025

<b>Date</b>		<b>Amount \$</b>	
<b>Date</b>		<b>Amount \$</b>	
<b>Date</b>		<b>Amount \$</b>	
<b>Date</b>		<b>Amount \$</b>	
	<small>(Month/Date/Year)</small>		

Invoices should be addressed to: \_\_\_\_\_  
*(Name and Title)*

Invoices should be mailed to: \_\_\_\_\_  
\*\*\*Note: If they can accept an emailed invoice please provide email address here\*\*\*

Additional Billing instructions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Email address(es) for employees that should receive "copy for your records"

Budget Steward Signature: \_\_\_\_\_ Date: \_\_\_\_\_