

County Appropriation and Misc Billing Form

Purpose: To notify the Business Office, the Regional Office and Extension Administration of your yearly County Appropriation, estimated tax levy revenue and to ask the Business Office to bill for misc items on your behalf.

Instructions: Each January complete this form and send:

1. One copy to your Regional Director
2. One copy to the Business Office (fax 614-688-0529, email Shirley Lin.1181@osu.edu).

If you have other items, such as grants from your Commissioners, rent, etc. that the OSUE Business Office is to bill, please fill this form out for each one of those items.

Office Name _____

Total Appropriation \$ _____

OSU Org # _____ Fund # _____

(if applicable)
Grant Title _____

Check this box if this is a levy county. We will not bill for levy dollars.

The Extension Business Office 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: Counties will be notified by copy at the time of each billing.

For Calendar

Year:	2015	2016	2017
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Date		Amount \$	
Date		Amount \$	
Date		Amount \$	
Date		Amount \$	

Invoices should be addressed to: _____
(Name and Title)

Invoices should be mailed to: _____

Unit Director Signature: _____ Date: _____