

As we move forward we need to focus on how are we going to develop a system where we can do the following:

1. Develop high impact programming that meets the needs in our communities through local, regional, and state wide programs.
2. Develop programs that are sustainable using cost recovery.
3. Provide a resource for educators to seed programming that will enhance creativity and collaboration among educators and community partners.

As an organization, we need to envision our County Campus accounts and Ed funds as seed money or a down payment for a project or program. Much like the AG SEED grants, one can use this money as cost recovery, to garner other grants, and to find investors to help develop your program into a sustainable program. The caveat is this- the investment has to make a return and that return needs to come from cost recovery in order for our educational programming to be sustainable, much like a business needs to have a return on its investment. We are in the education business and for our “business” to be profitable, we need to have an income stream to cover costs and returned earnings for the next program investment.

Our focus is not spending money just to zero out County Campus accounts or stockpiling money to have a big rainy day fund. Investments have to be made in order for any organization to grow and improve. The most successful companies and organizations invest their resources in the future. It is time for Purdue Extension to invest in the future of our organization and our communities in a sustainable process.

To help District Directors allocate requested funds you will need to list your account balances, either your threshold amount of \$5000 per educator or your actual amount under the threshold, which ever applies to you. You will need to include your committed dollars for the year, ex. Program assistant for 2018 = \$5500, area XXX account= \$1255.00.

The new Expense Request Form is attached. As one prepares these requests, you will need account balances, the cost of items to be purchased, and intended purpose. Examples of County Campus investments in your communities would include staff focusing on programming, curriculum materials for programming, and professional development. District Funds are available annually for each educator to use for approved professional development up to \$300 per year and an additional \$200 when an educator is presenting at an approved conference.

Items such as projectors, MiFi units, and cameras should be purchased out of Ed Funds if dollars are available. The requests should indicate what account you are seeking approval to use; or State Account.

District Funds may also be use by mentors and fellows.

The State Account is a collection of funds from County Campus accounts over threshold and available to counties with limited funds in Ed Fund/County Campus accounts. Educators can choose to include an Ag Purchasing Form in place of listing all items. This would alleviate educators having to write the requested items twice. The State Account and County Campus account requests will be approved on a monthly basis. When seeking approval, requests must be submitted to your District Director and District Secretary before the 15th of the month for consideration. Another change to keep in mind, County Campus account dollars cannot be reimbursed to Ed Funds. Plan accordingly for your purchases to be made on an Ag Purchasing Form or by submitting an invoice to be paid. Once expenses are approved or denied, the District Director will communicate with the educator and CED. The Expense Request Form can be used as approval in CONCUR for professional development. All County Campus account requests for professional development reimbursement should be done prior to the event rather than after. Should you have questions, please reach out to your District Director.

Expense Request Form

This request form is due before the 15th of the month to your District Director and District Secretary in order to be reviewed and considered.

*****ALL State Account and County Campus requests will be approved monthly*****

Date: _____

County Name: _____

Name of Educator: _____

County Campus Balance: \$ _____

Ed Fund Balance: \$ _____

***CC Committed Dollars: \$** _____

***Ed Fund Committed Dollars: \$** _____

***Explanation of Committed Dollars:**

| Item | Purpose | Request Amount |
|---------------------------------|---------|-----------------|
| | | |
| | | |
| | | |
| | | |
| Total Amount Requested = | | \$ _____ |

| | |
|---|--|
| Funding Source Request: (Please choose one) | County Campus Account District Account State Account |
|---|--|

CED Approval: _____

District Director Approval: _____