

# ***SUPPLY/MAINTENANCE ACCOUNTS***

## **Off-Campus**

Off-Campus locations can request a supply check from their county account which should be deposited into their county checking account to cover supplies. This money will pay for all supplies for the running of the office as well as supplies for equipment (i.e., labellers, Pitney Bowes machines, etc.). Official guidelines for the operation of the checking account can be found in the County Financial Manual.

## **On-Campus**

On-campus units receive an allocation each year in their maintenance account which covers travel, telephone and supplies. From this money should be purchased any items not supplied by Alabama Cooperative Extension System. Equipment can not be purchased from this maintenance account.