



**EXTENSION SERVICE**  
OFFICE OF THE DEAN AND DIRECTOR

**COUNTY COMMISSION ANNUAL MEMORANDUM OF AGREEMENT**  
**WEST VIRGINIA UNIVERSITY COOPERATIVE EXTENSION SERVICE AND THE**  
**COUNTY EXTENSION SERVICE COMMITTEE**

This is the ANNUAL MEMORANDUM OF AGREEMENT for the fiscal year beginning July 1, 2016, supplementing the cooperative agreement covering Cooperative Extension work in \_\_\_\_\_ County, in accordance with the Code of West Virginia, 1931, Chapter 19, Article 8, as amended and reenacted by the 1963 legislature. The Cooperative Extension Service of West Virginia University and the County Extension Service Committee recommends the following budget:

<i>Category</i>	<i>Amount Requested</i>	<i>Amount Approved</i>	<i>In-Kind Supplemental</i>
<b>Salaries &amp; Fringe (County Employees)</b>			
Clerical			
Program Assistant			
<b>Contracted Services (WVU Employees)</b>			
Agent Salary			
Program Assistant			
Clerical			
<b>Capital Outlay &amp; Equipment</b>			
<b>Current Expenses</b>			
Travel			
Faculty/Staff Prof. Development			
Office Supplies			
Postage			
Utilities			
Telephone			
Maintenance & Repair-Expenses			
Office Space & Equipment Rental			
Dues & Subscriptions			
<b>TOTALS</b>			

**Recommended by the Cooperative Extension Service**

By: \_\_\_\_\_  
**County Program Coordinator**

Approved by the following members of the County Extension Service Committee at a meeting held on \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COUNTY COMMISSION APPROVAL**

Approved by the County Commission of \_\_\_\_\_ County on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Original Copy:** Extension Finance & Business  
**2nd Copy:** County Commission  
**3rd Copy:** County Extension Service Committee

\_\_\_\_\_  
**President**