



EXTENSION OF CREDIT REQUEST

Research – 06 Extension - 07 TVMDL - 20

DATE: _____

TO: Texas A&M AgriLife
Cash Management Office

FROM: _____

(1) I am requesting authorization to establish credit sales and extend credit within the following department: _____

(2) This authorization is to be for the following time period: (Check one)

From _____ To _____

Indefinite time period

(3) I expect average monthly credit sales not to exceed: \$ _____

(4) I expect aggregate credit sales not to exceed: \$ _____

(5) Anticipated write-offs are: \$ _____

(6) The public purpose served by this extension of credit is: (Check all that apply)

- (a) To avoid loss due to spoilage/deterioration of product
- (b) To sell a unique, limited market research or educational product in a wider area.
- (c) The extension of credit will allow the agency to conduct its operations in a more efficient way.
- (d) Other: _____

Departmental Approval

Signed _____
Title _____
Date _____
Dept/Unit _____

Fiscal Office Approval

Signed _____
Title _____
Date _____