

Payments to, or Reimbursement from, MU Extension

For County Extension Offices

County extension offices are identified within the MU Extension financial system with a specific Mocode, Vendor number, or Customer number. Appropriate use of the correct codes for your Extension office will expedite processing. Web link for Codes:

<https://extensiondata.missouri.edu/ExtensionWay/Docs/fin-countyOfficeMoCodes.pdf>

| Council Payment TO MU Extension | |
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| Council writes check or makes direct bank transfer to MU Extension. Send check to Shelly DeJaynes' office: 211 Whitten Hall. | MU Mocode and MU Customer number assigned to your office. |
| Supplies, business cards, letterheads, QuickBooks Payroll Plan charge, YPA payroll or other purchase items. | Mu Mocode will be required. PeopleSoft account may be requested. |

| Council Payment FROM MU Extension | |
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| Check or direct deposit from MU Extension. University Subsidy, Extension Stipend, or other items or services. | MU Vendor number |
| | If Extension reimbursement, please include an invoice detailing what is being reimbursed along with the UM12 Non-PO Voucher. |

For assistance, please contact Kevin Hansen, Hansenk@missouri.edu