

**21.01.03.X1.01 EXPENDITURE OF FUNDS**

*Approved: May 11, 2012*

*Next Scheduled Review: May 11, 2014*

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**PROCEDURE STATEMENT**

This procedure establishes the guidelines for expenditure of Texas AgriLife Extension Service (Extension) funds and supplements System Regulation, [21.01.03](#), Expenditure of Funds.

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**REASON FOR PROCEDURE**

The guidelines herein or referenced for the expenditure of Extension funds are established to help ensure compliance with Texas State Statutes, and System Policies and Regulations.

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**PROCEDURES**

The responsibility for administering the regulations for the expenditure of funds lies with the Texas A&M AgriLife (AgriLife) Fiscal Office. The [Texas A&M AgriLife Guidelines for the Disbursements of Funds Manual](#) sets forth the procedures to be followed for the disbursement of funds for purchasing expenditures and travel. Additional information is provided in System Policies [07.01](#), *Ethics*, [21.01](#), *Financial Policies, Systems and Procedures*, [25.01](#), *Use and Operation of System Aircraft*, and System Regulation [21.01.03](#), *Expenditure of Funds*.

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**RELATED STATUTES, POLICIES, OR REQUIREMENTS**

- [System Policy 07.01, Ethics](#)
- [System Policy 21.01, Financial Policies, Systems and Procedures](#)
- [System Policy 25.01, Use and Operation of System Aircraft](#)
- [System Regulation 21.01.03, Expenditure of Funds](#)

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**CONTACT OFFICE**

Questions concerning travel should be directed to the AgriLife Fiscal Office at 979-845-7879.