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.

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.

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.

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

CONTACT OFFICE

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