

Texas A&M AgriLife Extension Service Procedures

21.99.99.X0.01 | Inventory Procedures

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Reviewed: August 27, 2012
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PROCEDURE STATEMENT

Texas A&M AgriLife Extension Service (AgriLife Extension) will manage inventory of property in accordance with all applicable state laws and regulations, as well as The Texas A&M University System (A&M System) policies in regulations.

REASON FOR PROCEDURE

This procedure outlines the process and responsibilities regarding the management of AgriLife Extension inventory of property.

PROCEDURES AND RESPONSIBILITIES

1.0 PROCEDURES, INSTRUCTIONS, AND FORMS

The procedures, additional instructions, and forms for inventory of property, including livestock, are contained in the *Texas A&M AgriLife (AgriLife) Inventory/Property Procedures Manual*. The inventory procedures of AgriLife Extension comply with the *State Property Accounting Policy and Procedures Manual*, in case of conflict, will take precedence.

2.0 RESPONSIBILITY

The responsibility for administering these procedures is delegated to the AgriLife Extension Property Office.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[State Property Accounting Policies and Procedures](#)

[State Property Accounting Process User's Guide](#)

[A&M System Asset Management Manual](#)

[AgriLife Inventory Procedures Manual](#)

CONTACT OFFICE

For questions concerning inventory, contact AgriLife Property and Fleet Management at 979-845-4791.