Texas A&M AgriLife Extension Service Procedures

21.99.99.X0.01 | Inventory Procedures

Approved: July 21, 2001

Reviewed: August 27, 2012
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Next Scheduled Review: August 28, 2020

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
AgriLife Inventory Procedures Manual

CONTACT OFFICE

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