



AG-327 Request for Extension of Time for Annual Inventory Certification

Department Name/Agency:	Department/Sub Department Code:
-------------------------	---------------------------------

We request an extension of time until _____ to complete and submit our Annual Certification of Physical Inventory (Form AG-320) for the fiscal year ending August 31, _____.

NOTE: No Extensions can be granted after May 15th.

Please explain why you need an extension below.

_____ Name of Department Head/ Director/Departmental Property Contact	X _____ Signature of Department Head/ Director/Departmental Property Contact	_____ Date
---	--	---------------

To be completed by the Texas A&M AgriLife Manager, Office of Property & Fleet Management:	
<input type="checkbox"/>	We have approved your request.
<input type="checkbox"/>	We cannot approve your extension for the date requested, but we will allow an extension until _____.
<input type="checkbox"/>	We cannot grant your extension request for the reason(s) stated below:
Comments: _____ _____	
_____ Manager, Office of Property & Fleet Management	_____ Date