

Texas A&M AgriLife Extension Service Procedures

21.01.03.X0.01 | Disbursement of Funds

Revised: January 17, 2018

Next Scheduled Review: January 17, 2023



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PROCEDURE STATEMENT

This procedure establishes the guidelines for disbursement of Texas A&M AgriLife Extension Service (AgriLife Extension) funds, and supplements The Texas A&M University System (A&M System) Regulation, [21.01.03](#), *Disbursement of Funds*.

REASON FOR PROCEDURE

The guidelines herein or referenced for the disbursement of AgriLife Extension funds are established to help ensure compliance with Texas State Statutes and A&M System Policies and Regulations.

PROCEDURES AND RESPONSIBILITIES

The responsibility for administering the regulations for the disbursement of funds lies with Texas A&M AgriLife (AgriLife) Disbursements. 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 A&M System Policies [07.01](#), *Ethics*; [21.01](#), *Financial Policies, Systems and Procedures*; and in A&M System Regulation [21.01.03](#), *Disbursement of Funds*.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[A&M System Policy 07.01](#), *Ethics*

[A&M System Policy 21.01](#), *Financial Policies, Systems and Procedures*

[A&M System Regulation 21.01.03](#), *Disbursement of Funds*

CONTACT OFFICE

Questions concerning this procedure should be directed to AgriLife Disbursements at 979-845-7879.

REVISION HISTORY

Approved: May 11, 2012

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