

Texas A&M AgriLife Extension Service Procedures

21.01.03.X0.01 | Disbursement of Funds

Reviewed: June 20, 2024

Next Scheduled Review: June 20, 2029



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PROCEDURE SUMMARY

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*.

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 referred to AgriLife Disbursements at 979-845-7879.

REVISION HISTORY

Approved: May 11, 2012
Revised: January 17, 2018
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