

## Texas A&M AgriLife Extension Service Procedures

### 21.01.08.X0.02 | Vehicle Inscriptions

*Reviewed: August 1, 2017*

*Next Scheduled Review: August 1, 2022*

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#### **PROCEDURE STATEMENT**

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Chapter 721 of the Texas Transportation Code requires state-owned vehicles to be inscribed with the word "Texas" followed by the name of the agency having custody of the vehicle.

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#### **REASON FOR PROCEDURE**

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This procedure provides guidance to units for obtaining and installing Texas A&M AgriLife Extension Service (AgriLife Extension) decals on vehicles.

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#### **PROCEDURES AND RESPONSIBILITIES**

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- 1.0 Decals with the inscription "Texas A&M AgriLife Extension Service" will be placed on all cars and trucks owned by AgriLife Extension.
- 2.0 In addition to the required inscription, a unit may inscribe its name provided that:
  - 2.1 The letters inscribed do not exceed the other decal letters in height and are of identical color to the agency decal.
  - 2.2 The letters are placed in a neat, professional manner below the decal.
- 3.0 The administrative head or designee will:
  - 3.1 Obtain the decals from the Texas A&M AgriLife (AgriLife) Office of Property and Fleet Management.
  - 3.2 Place decals on each of the front doors of cars and trucks.
  - 3.3 Replace the decals when needed to ensure readability.
  - 3.4 Remove the decals and any additional letters/inscriptions at the time of disposal.

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#### **RELATED STATUTES, POLICIES, OR REQUIREMENTS**

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

[A&M System Regulation 21.01.08](#), *Vehicle Fleet Management*

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#### **CONTACT OFFICE**

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For questions regarding this procedure, contact the AgriLife Office of Property and Fleet Management at 979-845-4791.

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**REVISION HISTORY**

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*Approved: July 21, 2001*

*Revised: November 13, 2010*

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