

## Texas A&M AgriLife Extension Service Procedures

### 21.01.08.X0.02 | Vehicle Inscriptions

Reviewed: April 9, 2021

Next Scheduled Review: April 9, 2026

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## PROCEDURE SUMMARY

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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.

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) Property and Fleet Management Office.
  - 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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Questions regarding this procedure should be referred to the AgriLife Property and Fleet Management Office at 979-314-0951.

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## REVISION HISTORY

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Approved: July 21, 2001  
Revised: November 13, 2010  
July 25, 2014  
Reviewed: August 1, 2017  
April 9, 2021

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