

# Texas A&M AgriLife Research Procedures

21.99.99.A0.01 | Inventory Procedures

Review: September 27, 2022

Next Scheduled Review: September 27, 2027



[Click Here to View Revision History](#)

---

## PROCEDURE SUMMARY

---

Texas A&M AgriLife Research (AgriLife Research) will manage inventory of property in accordance with all applicable state laws and regulations, as well as The Texas A&M University System (A&M System) policies and regulations.

This procedure outlines the process and responsibilities regarding the management of AgriLife Research inventory of property.

---

## PROCEDURES AND RESPONSIBILITIES

---

### 1.0 PROCEDURES, INSTRUCTIONS, AND FORMS

The procedures, additional instructions, and forms for inventory of property, including livestock, are contained in the *Texas A&M AgriLife (AgriLife) Inventory/Property Procedures Manual*. The inventory procedures of AgriLife Research comply with *State Property Accounting Policies and Procedures* and, in case of conflict, *State Property Accounting Policies and Procedures* will take precedence.

### 2.0 RESPONSIBILITY

The responsibility for administering these procedures is delegated to the AgriLife Property and Fleet Management Office.

---

## RELATED STATUTES, POLICIES, OR REQUIREMENTS

---

[State Property Accounting Policies and Procedures](#)

[State Property Accounting Process User's Guide](#)

[A&M System Asset Management Manual](#)

[AgriLife Inventory/Property Procedures Manual](#)

---

## CONTACT OFFICE

---

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

---

## REVISION HISTORY

---

Approved: July 15, 1998  
Revised: September 5, 2000  
Reviewed: August 27, 2012  
          August 28, 2015  
          July 19, 2017  
          September 27, 2022

Next Scheduled Review: September 27, 2027