

Texas A&M AgriLife Extension Service Procedures

21.99.99.X0.01 | Inventory Procedures

Reviewed: July 19, 2017

Next Scheduled Review: July 19, 2022

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PROCEDURE STATEMENT

Texas A&M AgriLife Extension Service (AgriLife Extension) 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.

REASON FOR PROCEDURE

This procedure outlines the process and responsibilities regarding the management of AgriLife Extension 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 Extension 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 Office of Property and Fleet Management.

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

For questions concerning inventory, contact the AgriLife Office of Property and Fleet Management at 979-845-4791.

REVISION HISTORY

Approved: July 21, 2001

Reviewed: August 27, 2012

Reviewed: August 28, 2015

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