

Texas A&M AgriLife Extension Service Procedures

21.99.99.X0.01 | Inventory Procedures

Review: September 27, 2022

Next Scheduled Review: September 27, 2027



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PROCEDURE SUMMARY

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.

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 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 21, 2001
Reviewed: August 27, 2012
 August 28, 2015
 July 19, 2017
 September 27, 2022

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