

Texas A&M AgriLife Extension Service Procedures

21.99.99.X0.04 | Loan of Equipment or Animals

Approved: August 17, 2012
June 17, 2014



Next Scheduled Review: June 17, 2019

PROCEDURE STATEMENT

Texas A&M AgriLife Extension Service (AgriLife Extension) accepts formal agreements for the loan of equipment or animals with the purpose of furthering extension projects in connection with the associated equipment or animals. Such agreements are entered into with the use of Texas A&M AgriLife (AgriLife) form AG-104, *Loan of Equipment or Animals*, subject to the approval by the director and unit head. AgriLife signatures serve only as an acknowledgment of receipt of the loan, and do not represent concurrence with any stated value of the item.

REASON FOR PROCEDURE

This procedure outlines the process for AgriLife Extension acceptance for the loan of equipment or animals.

PROCEDURES AND RESPONSIBILITIES

1.0 LOAN AGREEMENTS

- 1.1 For all loans, submit completed form AG-104, *Loan of Equipment or Animals* to the AgriLife Contracts Office for processing at:

2147 TAMU
College Station, TX 77843-2147

- 1.2 The principal investigator or supervising individual should take steps to acquire the signature of the lender before submitting the document to the AgriLife Contracts Office. If the forms are received without the appropriate signatures, the AgriLife Administrative Services Reporting Office will work with the department to acquire the signatures.

2.0 RETURN OF EQUIPMENT OR ANIMALS

Upon the end-date of the agreement, or upon return of the equipment or animal if sooner, the unit will be responsible for notifying the Contracts Office that the equipment or animal has been returned to the lender.

3.0 RECORDKEEPING

The final agreement and other associated documentation will be filed in Laserfiche and retained in accordance with the records retention schedule.

FORMS

AG-104 Loan of Equipment or Animals—The Loan of Equipment or Animals is a formal agreement document for the acknowledgment and conditions for the loan of equipment or animals. AgriLife administrators' signatures serve only as an acknowledgement of receipt of the loan, and do not represent concurrence with the value stated by the donor of the item loaned.

CONTACT OFFICE

Questions regarding this procedure should be directed to the AgriLife Contracts Office at 979-847-5821.