

# Texas A&M AgriLife Extension Service Procedures

21.99.99.X0.04 | Loan of Equipment or Animals

Reviewed: April 25, 2023

Next Scheduled Review: April 25, 2028



[Click Here to View Revision History](#)

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## PROCEDURE SUMMARY

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Texas A&M AgriLife Extension Service (AgriLife Extension) accepts formal agreements for the loan of equipment or animals with the purpose of furthering AgriLife Extension projects in connection with the associated equipment or animals. Such agreements are entered into with the use of Texas A&M AgriLife (AgriLife) forms AG-104, *Loan of Animal*, and/or AG-105, *Loan of Equipment* subject to approval by the director, or designee, 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.

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

Click [here](#) to view **Definitions**.

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## PROCEDURES AND RESPONSIBILITIES

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### 1.0 LOAN AGREEMENTS

- 1.1 For all loans, submit completed form AG-104, *Loan of Animal* or AG-105, *Loan of Equipment* (as appropriate) to the AgriLife Contract Office for processing at [contracts@ag.tamu.edu](mailto:contracts@ag.tamu.edu) or

2147 TAMU  
College Station, TX 77843-2147

- 1.2 The principal investigator or supervising individual must acquire the signature of the lender and unit head before submitting the document to the AgriLife Contract Office.

### 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 AgriLife Contract 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 or Maestro and retained in accordance with the records retention schedule.

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## DEFINITIONS

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**AG-104 Loan of Animal:** The *Loan of Animal* is a formal agreement document for the acknowledgment and conditions for the loan of 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.

**AG-105 Loan of Equipment:** The *Loan of Equipment* is a formal agreement document for the acknowledgment and conditions for the loan of equipment. 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.

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**CONTACT OFFICE**

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Questions regarding this procedure should be referred to the AgriLife Contract Office at 979-845-7879.

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**REVISION HISTORY**

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Approved: August 17, 2012  
Reviewed: June 17, 2014  
            January 17, 2018  
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