

# Texas A&M AgriLife Administrative Services

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Inventory/Property Procedures Manual



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## **1.0 Resources**

### **Texas A&M AgriLife Inventory/Property Website**

<http://agrilifeas.tamu.edu/fiscal/inventory/>

### **TAMU System Members and Agency Codes**

<http://agrilifeas.tamu.edu/documents/tamu-system-members-and-agency-codes.pdf>

### **Object Class Codes**

<http://agrilifeas.tamu.edu/documents/object-class-codes.pdf>

### **Property Control Codes**

<http://agrilifeas.tamu.edu/documents/property-control-codes.pdf>

### **Preliminary Fixed Assets Manual**

<http://agrilifeas.tamu.edu/files/2013/04/preliminary-fixed-assets.pdf>

### **Notice of Capital Outlay (AG-300)**

<http://agrilifeas.tamu.edu/documents/ag-300.pdf>

### **Property Transfer (AG-301)**

<http://agrilifeas.tamu.edu/documents/ag-301.pdf>

### **Inventory Deletion Request (AG-302)**

<http://agrilifeas.tamu.edu/documents/ag-302.pdf>

### **Request to Sell Inventory (AG-303)**

<http://agrilifeas.tamu.edu/documents/ag-303.pdf>

### **Sold Items to be Removed from Inventory (AG-304)**

<http://agrilifeas.tamu.edu/documents/ag-304.pdf>

### **Quarterly Livestock Inventory Report (AG-305)**

<http://agrilifeas.tamu.edu/documents/ag-305.pdf>

### **Request to Demolish Property Valued Over \$25,000 (AG-306)**

<http://agrilifeas.tamu.edu/documents/ag-306.pdf>

### **Inventory Gifts & Reclassifications (AG-307)**

<http://agrilifeas.tamu.edu/documents/ag-307.pdf>

### **Missing or Stolen Property Report (AG-308)**

<http://agrilifeas.tamu.edu/documents/ag-308.pdf>

**Inventory of Consumable Supplies and Materials (AG-309)**

<http://agrilifeas.tamu.edu/documents/ag-309.pdf>

**Summary of Farm Products for Fiscal Year (AG-310)**

<http://agrilifeas.tamu.edu/documents/ag-310.pdf>

**Property Used Away from Assigned Location (AG-311)**

<http://agrilifeas.tamu.edu/documents/ag-311.pdf>

**Inventory Software Removal Certification (AG-312)**

<http://agrilifeas.tamu.edu/documents/ag-312.pdf>

**Repair Receipt Form (AG-313)**

<http://agrilifeas.tamu.edu/documents/ag-313.pdf>

**Livestock Production Record (AG-315)**

<http://agrilifeas.tamu.edu/documents/ag-315.pdf>

**Supplementary Inventory Schedule of Number of Livestock (AG-316)**

<http://agrilifeas.tamu.edu/documents/ag-316.pdf>

**Livestock Swine Litter Record (AG-317)**

<http://agrilifeas.tamu.edu/documents/ag-317.pdf>

**Equipment Pick Up or Transfer Form (AG-318)**

<http://agrilifeas.tamu.edu/documents/ag-318.pdf>

**Annual Certification of Physical Inventory of Property (AG-320)**

<http://agrilifeas.tamu.edu/documents/ag-320.pdf>

**Equipment Loan Form (AG-322)**

<http://agrilifeas.tamu.edu/documents/ag-322.pdf>

**Equipment Sign-Out Log (AG-323)**

<http://agrilifeas.tamu.edu/documents/ag-323.pdf>

**Request to Demolish Property Valued Under \$25,000 (AG-324)**

<http://agrilifeas.tamu.edu/library/pdf/forms/ag-324.pdf>

***FAMIS FFX Screens***

<http://agrilifeas.tamu.edu/files/2013/04/ffx-screens.pdf>

- List of Screens and what they are used for
- Instructions for looking up the information/screens

**Online Transfer Procedures**

<http://agrilifeas.tamu.edu/files/2013/04/online-transfers-in-canopy.pdf>

**Laserfiche Folders for Departmental Use**

<http://agrilifeas.tamu.edu/files/2013/04/laserfiche-folders.pdf>

## **Cash Management**

<http://agrififeas.tamu.edu/fiscal/cash-mgmt/>

## **2.0 Purpose and Scope**

The purpose of this manual is to identify items eligible for inventory and to provide through detail and from examples, procedures for addition and removal of items and livestock from inventory.

## **3.0 General**

**3.1 Inventory Procedures** for Texas A&M AgriLife Research, Texas A&M AgriLife Extension Service, and the Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) contained in this procedures manual are in accordance with the State Property Accounting System Policy and Procedures Manual, August, 2014, and the Texas A&M University System Asset Management Manual, June, 2014.

**3.2 Personal Property** shall be defined as fixed or movable tangible assets to be used for operations, the benefits of which extend beyond one year from date of acquisition and rendered into service. It is also defined by the Texas A&M University System as any possession owned by or entrusted to a Member of the A&M System having sufficient value to warrant inclusion in fixed asset financial reports or, due to the nature of the asset, is required to have management controls placed on it. Personal property does not include consumable items or real property. It can be a capital asset, a controlled asset, or an inventoried asset. Capital and controlled items must be inventoried. Capitalization is mandatory for all equipment having a unit value of \$5,000 or more and an estimated useful life of more than one year.

**3.3 Real Property** is defined as any interest in land, together with structures, fixtures and improvements of any type located thereon. The term "real" should be associated with realty, land or something attached thereto. Real property includes land and land improvements, buildings and building improvements, facilities and other improvements, infrastructure and construction in progress. Each major class of real property has a standard capitalization threshold.

### **3.4 Equipment Categories**

Equipment is divided into two categories:

**Capitalized Assets** are personal property that must be inventoried. The possessions meet the personal criteria and have a single unit value of \$5,000 or greater and an estimated useful life of more than one year.

**Controlled Assets** are not capitalized assets, real property, improvements to real property, or infrastructure. They are specific possessions that qualify as personal property but do not meet the capitalization threshold, and they must be secured and tracked due to the nature of being considered high-risk items. The dollar amount is \$500.00, with the exception of rifles and hand guns which start at \$0.01. For items less than the threshold, these can be kept track of internally.

### **3.5 Other Equipment Categories**

Within the capitalized and controlled asset range, there are two other categories to be included as inventory.

1. **Debt-Financed Assets**: Personal property financed with debt instruments such as commercial paper, general obligation bonds or revenue bonds.
2. **Equipment Held in Trust**: Possessions held by an agency on behalf of a non-state entity and under the temporary control of the agency, but not used.

## 4.0 Procedures

### 4.1 Acquisition of Property

#### Purchases

For all purchases involving items eligible for inventory, Preliminary Fixed Asset information must be created in Canopy or FAMIS using FRS screens 360-362. If assets are not created in the Preliminary Fixed Asset module and payment is made, then an AG-300 Notice of Capital Outlay form is to be used. Preliminary fixed asset information is not required for the purchase of livestock and poultry.

#### 4.1.1 Types of Purchases

**4.1.1A Replacements** are items that replace an internal or external part of personal property that allows the property to complete its normal useful life. These do not go on inventory if the replacement is for worn parts, regardless of the cost. However, if Serial numbers need to be changed, please contact the Property Office so the information can be updated in FAMIS.

**4.1.1B Betterments** are an improvement to personal property that materially increases the property's serviceability or useful life or both. Betterments must be inventoried as additions to existing assets. Following are criteria that apply:

- a) The betterment must become a component part of the existing item along with any one or combination of the criteria listed in the following three cases:
  - 1) The cost of the betterment increases the existing asset's value by 25% or more, and or,
  - 2) The betterment increases the useful life (meaning it will last longer than it normally would have) of the existing asset, and or,
  - 3) The betterment increases the serviceability (meaning that one can do more things with the asset) of the existing asset.

**4.1.1C Lump Sums or Systems** are those where there are several items bought and each is less than the threshold but all items must go together to make the asset functional.

Split payments are those where one asset is bought but it is split between two funds (where there are two vouchers involved). This will require fixed asset information to be completed to properly record the amount for each voucher payment.

**4.1.1D Constructed-Fabricated Property** is property that a department builds from scratch. Criteria are as follows:

- a) The completed fabricated item will have a useful life of more than one year and an expected completion value of \$5,000 or more, including labor cost, making the item a capital item.



- b) The completed fabricated item is on the list for controlled items and will have a useful life of more than one year and an expected completion value between \$500 and \$4,999, including labor cost making it a controlled item.
- c) The following go into the value of the fabricated item:
- Any purchased materials and/or parts that become part of the asset, use class code 8733 Construction in Progress-Fabrication of Equipment.
  - The fair market value of any donated materials that become part of the asset (which does not necessarily have a readily determinable dollar value).
  - Labor cost
  - If the item is a short term fabrication (less than 3 months) the class code will be what the fabricated item will become.
  - Once the long-term fabrication is completed, an AG-307 Inventory Gifts & Reclassifications form must be completed. Filling out the lower half of the form will then correctly describe, place a value and properly assign the correct class code.

<http://agrilifeas.tamu.edu/documents/ag-307.pdf>

**4.1.1E Joint Purchases** are when different Texas A&M University System Members jointly pay for a piece of property. Generally, the owner of the equipment is whoever pays the most for the property. In cases such as this, each different System Member will issue an asset number for their payment portion for the same piece of equipment. Each asset should only have one number no matter how many System Members paid for it.

- a) Once the item is on inventory, the non-owner Member will initiate the property transfer paperwork, transferring the amount of the asset to the other member who will own the property.

**4.1.1F Leased Personal Property** is where equipment should be capitalized if the lease agreement meets any of the following criteria:

- a) The lease transfers ownership of the property to the lessee by the end of the lease term.
- b) The lease contains a bargain purchase price.
- c) The lease term is equal to 75% or more of the estimated economic life of the lease property.
- d) The present value of the minimum lease payments at the inception of the lease, excluding executory cost, equals at least 90% of the fair value of the leased property.

**4.1.1G Used Equipment** or demonstrator equipment can sometimes be necessary or advantageous to purchase. The most common reasons are:

- a) Inability to secure new equipment
- b) Lack of adequate funds for new equipment

- c) Used equipment will satisfy the agency's need at a substantial savings

Purchases of used and demonstrator equipment costing more than \$5,000 but less than \$10,000 are to be processed as follows:

- a) Obtain a minimum of three bids where possible. Unit will solicit bids (informal) following Texas A&M AgriLife Purchasing guidelines for all used equipment purchases. If the amount is \$10,000 and up, certified purchase requisitions must be submitted.
- b) State in the informal invitation-to-bid specifications: "Demonstrator, refurbished or used equipment may be bid. Demonstrator and refurbished equipment must carry new equipment warranty. Used equipment must be certified as maintainable. The general appearance of the equipment must be acceptable to the Agency. The Agency reserves the right to refuse to accept any equipment with excess wear, scratches, or dents."
- c) If only one bid is received, prepare a statement as to why no competition exists.
- d) Provide a letter or signed statement from the bidder(s) guaranteeing quality and condition of the merchandise offered.
- e) Provide a letter from the unit head giving reasons why it is necessary to purchase used merchandise and the approximate cost of the same merchandise if purchased new.
- f) Provide a letter from a responsible person from the unit which:
  - 1. States that the equipment has been personally examined
  - 2. Describes the condition and value of the equipment
- g) Submit the above documentation with the applicable purchase order and bid tabulation for, i.e. extended spot, to the Texas A&M AgriLife Purchasing Office following purchasing procedures if using Research, Extension, or TVMDL funding. Submit a certified requisition with attached documentation over \$10,000.
- h) If the used equipment is offered by a Qualified Information System Vender on catalogue, catalogue purchase procedures shall be followed and the Texas A&M AgriLife Purchasing Office will handle the formal catalogue request.
- i) If the used equipment is less than \$5,000, procedures D, E, and F from above must be followed and submitted with payment.

## **4.2 Receipt and Marking of Property**

- a) Within ten (10) working days of receipt of property, the item should be properly tagged or marked with an assigned asset inventory number decal unless prevented by unusual circumstances.

- b) The department/unit may choose to mark the item in one of the following ways:
1. Write the assigned asset number on the item in permanent marker and place a label on the item saying either “Property of Texas A&M AgriLife Research”, “Property of Texas A&M AgriLife Extension Service”, or “Property of Texas A&M Veterinary Medical Diagnostic Laboratory.” The “Property of” label can be created using the provided template for an Avery 5160 label, listed under Useful Information on the Texas A&M AgriLife Inventory/Property Resources webpage.
  2. Create a label with the assigned asset number on it by using the provided template for an Avery 5160 label, listed under Useful Information on the Texas A&M AgriLife Inventory/Property Resources webpage and placing it on the item.
- c) At the beginning of each month, the Texas A&M AgriLife Property Office will print barcode labels for all approved fixed assets for each agency from FAMIS. These barcode labels will need to be placed close to the inventory tag or written asset number on all items.

### **4.3 Placement of Inventory Numbers**

1. Indoor Equipment (office and laboratory) - tags, decals or other inventory identification markings should be placed in a consistent visible location with minimum damage to the item.
2. Motor Vehicles – tags or decals should be placed inside the door of the vehicle glove compartment.
3. Farm Vehicles – tags or decals should be placed on or near the steering column. Paint, etching or other permanent method may also be used if practical.
4. Farm Machinery – tags or other permanent markings should be placed on the machinery in a consistent visible location with minimum damage to the property.
5. Other – all other property should be tagged or marked in a consistent visible location with minimum damage to the item.
6. For items not on inventory, a tag indicating ownership should be attached. The Texas A&M AgriLife Property Office has ownership tags and can be contacted if any are needed.

### **4.4 Livestock Identification and Records**

- a) Units with livestock and poultry shall maintain records and numerical identification systems for individual and, if applicable, group identification of animals. These records will not be included in the final inventory but must be available for audit at any time.

- b) The unit records shall be consistent with the numerical identification system used for inventory. In addition to the required information, other details may be shown on the records.

<http://agrillifeas.tamu.edu/documents/ag-305.pdf>

<http://agrillifeas.tamu.edu/documents/ag-315.pdf>

<http://agrillifeas.tamu.edu/documents/ag-316.pdf>

<http://agrillifeas.tamu.edu/documents/ag-317.pdf>

## **5.0 Disposition of Property**

### **5.1 Sale of Equipment**

#### **5.1.1 Authorization to Sell**

- a) Units are authorized to sell, with advanced approval, all Inventory and Non-Inventory Office, Farm and Laboratory products via the Lone Star Online auction website, [www.lonestaronline.com](http://www.lonestaronline.com). All Livestock sales, regardless of the value, should be submitted to the Texas A&M AgriLife Property Office on an AG-303 Request to Sell Inventory form. The request must include the date of sale, method of sale, and reason for sale. The account number provided on the AG-303 Request to Sell Inventory form will be used for the deposit of funds when the item(s) are sold.

<http://agrillifeas.tamu.edu/documents/ag-303.pdf>

- b) Computers and other computer related equipment cannot be sold. They can be transferred to TAMU Surplus Property, another state agency, a Political Subdivision (County Government), School District or Approved Assistance Organization.
- c) Any item that is sold to another state agency, school district or political subdivision will be treated as a transfer and not a sale.

#### **5.1.2 Sales Procedures**

- a) All sales of personal property will be by competitive bid via the Lone Star Online auction website, [www.lonestaronline.com](http://www.lonestaronline.com), unless written exception is received in advance from the Texas A&M AgriLife Fiscal/Property Office. No employee can buy state property outright, however they are allowed to bid on items via the online auction website.
- b) Once an item is sold via the online auction, the department must submit an AG-304 Sold Items to be Removed from Inventory form to the Texas A&M AgriLife Property Office. A copy of the AG-303 Request to Sell Inventory form will be given to Texas A&M AgriLife Cash Management to deposit funds.

<http://agrillifeas.tamu.edu/documents/ag-304.pdf>

- c) Where it is customary for Livestock Commission companies to deduct commission and other charges, or where gins credit cottonseed to ginning, hauling, storage or other charges, a complete itemized statement of the transaction should be furnished with the remittance to the Texas A&M AgriLife Cash Management Office.

### **5.1.3 Sales to Employees**

- a) Property can be sold to state employees only if the equipment is sold through an auction and they are not a part of the auction process.
- b) Livestock may not be sold to any state employees unless the price received is equal to or more than the fair market value. This information must be included on the remittance form. Also, other farm products including poultry may be sold to state employees at the fair market price.
- c) In a letter to the State Auditor dated May 31, 1951, the Attorney General of Texas stated that State Institutions of Higher Education do not have authority to extend credit to faculty, students, employees or others in sales of goods or services.

### **5.1.4 Demolition of Buildings**

- a) Demolition of a Building with a demolition value of less than \$25,000.00 requires advance approval by the Director by using an AG-324 Request to Demolish Property Valued under \$25,000 form. This form should be submitted to the Texas A&M AgriLife Property Office.

<http://agrilifeas.tamu.edu/documents/ag-324.pdf>

- b) Demolition of a Building with a demolition value of \$25,000 or greater requires advance approval by the Chancellor of the Texas A&M University System. A letter requesting permission to demolish and an AG-306 Request to Demolish Property form should be submitted to the Texas A&M AgriLife Property Office for the Director's review and forwarded to the Chancellor prior to demolition.

<http://agrilifeas.tamu.edu/documents/ag-306.pdf>

## **5.2 Deletion of Cannibalized/Damaged/Destroyed Property**

- a. On campus units should request removal only for those items that are unworthy of use. Any excess items can be transferred to the Texas A&M Surplus Property Office, or included for sale in auction. (Procedures for transfers follows in another section).
- b. Off campus units can request for deletion of property not worthy of further use if it is being transferred to the Texas A&M Surplus Property Office, school district, political subdivision (county government) or an approved assistance organization.
- c. No property should be removed from the premises until the deletion has been approved by the Property Office or transfer has been signed by the releasing department.
- d. Any equipment that has been cannibalized (dismantled) where parts are being reused in other assets, and will not be rebuilt to a workable asset, are required to be deleted.
- e. Requests for deletion of Cannibalized/Damaged/Destroyed property should be submitted on an AG-302 Inventory Deletion Request form and submitted to the Texas A&M AgriLife Property Office.

<http://agrilifeas.tamu.edu/documents/ag-302.pdf>

- f. Deletion of computers and computer equipment must be done if they have been cannibalized (hard drive removed) and before they are sent to the Texas Department of Criminal Justice via the Texas A&M Surplus Property Office.
- g. Please keep in mind that if a department cannibalizes equipment that is not fully depreciated, a loss will be posted on the Texas A&M AgriLife Research, Texas A&M AgriLife Extension Service, or the Texas A&M Veterinary Medical Diagnostic Laboratory books.

### 5.3 Deletion of Property as Missing or Stolen

If an item is discovered to be Missing or Stolen, an AG-308 Missing or Stolen Property Report form must be completed in full and submitted to the Texas A&M AgriLife Property Office.

<http://agrilifeas.tamu.edu/documents/ag-308.pdf>

- a) If an item is Missing, include a copy of a note or email that was sent to all faculty and staff inquiring if anyone has seen the missing item(s), and they are to let the Department Alternate Accountable Property Officer (AAPO) know.
- b) If an item is Stolen, include a copy of the Police Report with the AG-308 Missing or Stolen Property Report form.
- c) The AG-308 Missing or Stolen Property Report form must be signed by the Department Head or their Representative.
- d) If Stolen or Missing property is recovered, please notify the Texas A&M AgriLife Property Office as soon as possible.
- e) All Missing assets must stay on a department's inventory for 2 years or 2 annual inventories. The inventory printout will show "MS" in the Condition space for the 2 years an asset is missing and the building code will be 00003. Also, Missing must be listed in the Other Location field.
- f) After 2 years, the missing asset will be removed from the department's inventory only if the department has submitted the proper paperwork to the Texas A&M AgriLife Property Office (AG-308 Missing or Stolen Property Report form).

***The Texas A&M University System Asset Management Manual (June 2014) states the following:***

*"Any individual who, through misuse or neglect, causes or permits property to be missing, stolen, damaged, or destroyed may be held financially liable for the loss sustained. To determine the amount of the loss, such factors as original acquisition value, age, condition, cost of recent repairs or renovation, and estimated fair market value prior to loss or damage should be considered. If the Accountable Property Officer suspects employee theft or negligence, this must be indicated on the missing report."*

*Each state employee is responsible for using state personal property (equipment) for state purposes and is required to exercise reasonable care for its safekeeping. The term "reasonable care" means that, at a minimum, steps are taken to maintain the asset in an acceptable manner, ensure the security of an asset, ensure that an asset can be located at any time requested, and ensure that the person responsible for the asset is known. At no time should state property be used for personal gain."*

## **5.4 Transfers**

### **5.4.1 Transfer of Computers and Hard Drive Status**

Any and all computers that are transferred to TAMU Surplus Property, a Political Subdivision (County Government), School District, or Approved Assistance Organization must have the Hard Drive removed from them before the transfer will be approved. The Hard Drive condition must be confirmed on the Online Transfer Document (TDP) or an AG-312 Inventory Software Removal Certification form.

### **5.4.2 Transfer to another Department within AgriLife Research, AgriLife Extension Service & TVMDL**

- a) The Releasing department completes the online departmental transfer in Canopy. The Releasing department enters their department code as the Source department, and the department code to which the item is being transferred to as the Destination department.
- b) The Releasing department also certifies that the Hard Drive requirements have been met for any and all computers that are being transferred. The online transfer document is completed and routed for approval.
- c) When the Destination department receives notice in their Inbox, they are to update the building, room number, group code (if applicable) and other location information by clicking the word EDIT in red on the right hand side of each line item.
- d) The Destination department then routes the online transfer for approval which is to be approved by the Texas A&M AgriLife Property Office.
- e) Asset number(s), acquisition date, class code and money amount will stay the same for both the Releasing and Receiving departments.

### **5.4.3 Transfer to another Agency in the Texas A&M University System**

- a) The Releasing department completes the online departmental transfer in Canopy. The Releasing department enters their department code as the Source department, and the department code to which the item being transferred to as the Destination department.
- b) The Releasing department also certifies that the Hard Drive requirements have been met for any and all computers that are being transferred. The online transfer document is completed and routed for approval.
- c) The document is routed to the Releasing agency's property office. Once approved it will route for approval to the Destination department. The Destination department will then update the building, room number, group code (if applicable) and the other location fields. Also, the Destination department must list an asset number in the Transfer Notes to indicate the new asset number for their agency.

- d) The online transfer document is routed for approval to their agency property office. Once approved the transfer document is returned to the Releasing agency's property office to obtain the Director's approval. Then it is routed for acceptance by the Destination's property office to be added to their inventory.

#### **5.4.4 Transfers to TAMU Surplus Property**

- a) If a computer is to be transferred to TAMU Surplus Property, the Hard Drive must be removed.
- b) Counties must contact their District Office Manager to have them create an Online Transfer Document (TDP) for any items they wish to be transferred to TAMU Surplus Property.
- c) In Canopy, the Source department will create an Online Transfer Document (TDP) to transfer the item(s). The CREATOR must select REMOVED under the drop down menu for DRIVE COND for all computers transferred by selecting the word EDIT in red at the right hand side of each line item.
- d) The CREATOR will need to add a "Transfer Note" stating "Hard Drive(s) have been Removed/Cannibalized" and place a check in the box stating the "Hard Drive requirements have been met" located in the middle of the page on the left hand side.
- e) Any Hard Drives that need to be shredded can be placed on an Online Transfer Document (TDP) as a Non-Inventory item and transferred to TAMU Surplus Property. The Description needs to read as "# (Number) of Hard Drives to be shredded." If you must physically watch the hard drives be shredded, they must still be transferred to TAMU Surplus Property on an Online Transfer Document (TDP) but you will also have to fill out an E-Scrap Disposal Form available at the TAMU Surplus Property office.
- f) If a department needs to have the TAMU Surplus Property Office pick up their items, they will need to select SURPLUS PICK UP under the Transportation Method at the bottom of the document, and fill in the necessary information.
- g) The Property Office will then route the Online Transfer Document (TDP) to TAMU Surplus Property. There will be an FYI Copy of the approved online transfer document sent to the Creator. This FYI Copy must be printed and taken with the items to TAMU Surplus Property, and signed by one of their representatives. The department needs to keep this signed copy of the transfer on file in case there is an issue with getting the Online Transfer approved.
- h) Once the Online Transfer Document (TDP) is approved by TAMU Surplus Property, it is routed back to the Texas A&M AgriLife Property Office. The Online Transfer Document (TDP) will be approved, printed off and used as a Deletion Form (in place of an AG-302 Inventory Deletion Request form). The Property Office will then place the asset(s) in a Disposed (deleted) status in FAMIS and they will be removed from TAMU Surplus's inventory.
- i) If an off-campus department is using an AG-301 Property Transfer form, they will also need to submit an AG-312 Inventory Software Removal Certification form and mark each computer asset as having "No Hard Disk Drive". These signed forms will need to be mailed or emailed to their District Office Manager for proper processing before the asset(s) have been delivered to TAMU Surplus Property.



#### 5.4.5 Transfers to a Political Subdivision (County Government) or School District

- a) Before any asset can be transferred to a Political Subdivision (County Government) or School District, the department must check the Asset Number on Screen 500 in FFX of FAMIS to verify if the SRS column is marked with a “Y”. Please check with your District Office or the Property Office if you do not have access to Screen 500 in FFX so they can look it up for you.
- b) If the asset **Does Not** show a “Y” in the SRS column, then the asset can be transferred as normal on an AG-301 Property Transfer Form.
- c) If the asset **Does** show a “Y” in the SRS column, then the Asset cannot be transferred until the SRS Office can verify that it is within terms of the grant funds for the transfer to be acceptable.
- d) Please contact the Property Office so verification with SRS can confirm that the transfer is acceptable. A copy of the email, along with Confirmation from the SRS Office, will be forwarded to attach to the AG-301 Property Transfer Form.
- e) To transfer property to a Political Subdivision (County Government) or School District, an AG-301 Property Transfer Form and an AG-312 Inventory Software Removal Certification Form must be filled out completely and signed.
- f) Any and all computers that are transferred to a Political Subdivision (County Government), School District, or Approved Assistance Organization must have the Hard Drive removed from them before the transfer will be approved. The Hard Drive condition must be confirmed on an AG-312 Inventory Software Removal Certification form.
- g) All Texas A&M AgriLife asset stickers must be removed from items that are being transferred and discarded appropriately.
- h) The department transferring the property must sign the AG-301 Property Transfer Form as the Releasing Department. The Political Subdivision (County Government) or School District that is receiving the property must sign the form as the Receiving Department/Agency on the lower right hand side of the form. ***\*Do not sign in the section marked for Property Manager.\****
- i) The department transferring the property must fill out an AG-312 Inventory Software Removal Certification form and mark that all of the assets have “NO HARD-DISK DRIVE”, if applicable, Erased or Not Working.
- j) Both the signed AG-301 Property Transfer form and AG-312 Inventory Software Removal Certification form must be submitted to the Texas A&M AgriLife Property Office for processing.
- k) Any Hard Drives that need to be shredded can be placed on an Online Transfer Document (TDP) as a Non-Inventory item and transferred to TAMU Surplus Property. The Description needs to read as “# (Number) of Hard Drives to be shredded.” If you must physically watch the hard drives be shredded, they must still be transferred to TAMU Surplus Property on an Online Transfer Document (TDP) but you will also have to fill out an E-Scrap Disposal Form available at the TAMU Surplus Property office. If necessary, you may mail the hard drives to the Texas A&M AgriLife Property Office and they will be taken to TAMU Surplus Property to be shredded.

#### 5.4.6 Transfers to an Approved Assistance Organization

- a) Before any asset can be transferred to an Approve Assistance Organization, the department must check the Asset Number on Screen 500 in FFX of FAMIS to verify if the SRS column is marked with a "Y". Please check with your District Office or the Property Office if you do not have access to Screen 500 in FFX so they can look it up for you.
- b) If the asset **Does Not** show a "Y" in the SRS column, then the asset can be transferred as normal on an AG-301 Property Transfer Form.
- c) If the asset **Does** show a "Y" in the SRS column, then the Asset cannot be transferred until the SRS Office can verify that it is within terms of the grant funds for the transfer to be acceptable.
- d) Please contact the Property Office so verification with SRS can confirm that the transfer is acceptable. A copy of the email, along with Confirmation from the SRS Office, will be forwarded to attach to the AG-301 Property Transfer Form.
- e) To transfer property to an Approved Assistance Organization, an AG-301 Property Transfer Form and an AG-312 Inventory Software Removal Certification Form must be filled out completely and signed.
- f) Any and all computers that are transferred to an Approved Assistance Organization must have the Hard Drive removed from them before the transfer will be approved. The Hard Drive condition must be confirmed on an AG-312 Inventory Software Removal Certification form.
- g) All Texas A&M AgriLife asset stickers must be removed from items that are being transferred and discarded appropriately.
- h) The department transferring the property must sign the AG-301 Property Transfer Form as the Releasing Department on the lower left hand side of the form. The Approved Assistance Organization they are transferring the property to must sign the form as the Receiving Department/Agency on the lower right hand side of the form. ***\*Do not sign in the section marked for Property Manager.\****
- i) The department transferring the property must fill out an AG-312 Inventory Software Removal Certification form and mark that all of the assets have "NO HARD-DISK DRIVE" if applicable, Erased or Not Working.
- j) The department must obtain a Donation Receipt from the Assistance Organization that the property is transferred to if they provide donation receipts. Ensure that it is signed and dated by a representative of the organization. If the Assistance Organization does not provide donation receipts, the Assistance Organization's representative signature as the Receiving Department/Agency on the lower right hand side of the AG-301 Property Transfer form will be accepted.
- k) Both the signed AG-301 and AG-312 forms, along with the Donation Receipt must be submitted to the Texas A&M AgriLife Property Office for processing.
- l) Any Hard Drives that need to be shredded can be placed on an Online Transfer Document (TDP) as a Non-Inventory item and transferred to TAMU Surplus Property. The Description needs to read as "# (Number) of Hard Drives to be shredded." If you must physically watch the hard drives be shredded, they must still be transferred to TAMU Surplus Property on an Online Transfer Document (TDP) but you will also have to fill out an E-Scrap Disposal Form available at the TAMU Surplus Property office. If necessary, you may mail the hard drives to the Texas A&M AgriLife Property Office and they will be taken to TAMU Surplus Property to be shredded.

#### 5.4.7 Transfers from a State Agency Outside of the Texas A&M System

If a non-Texas A&M System state agency, for example, the University of Houston, transfers property to a Texas A&M AgriLife Research, Extension, or TVMDL department, then follow these procedures:

- a) The Receiving department should forward all documentation immediately to the Texas A&M AgriLife Property Office.
- b) The Receiving department should complete an AG-300 Notice of Capital Outlay form for each piece of inventoried property and submit it, along with any other documentation to the Texas A&M AgriLife Property Office.

Please contact the Texas A&M AgriLife Property Office if you have any questions concerning how to properly process transfers for a state agency outside of the Texas A&M System.

*According to **The Texas A&M University System Asset Management Manual (06/2014)**, "If you are the accepting agency of a transfer, it is important not to change the original acquisition date, acquisition method, class code, or dollar amount."*

#### 5.4.8 Computers and Other Computer Related Equipment

- a) Whether cannibalized, damaged, destroyed or still in whole working condition, computers and other computer related equipment must be transferred to the Texas A&M Surplus Property Office, a Political Subdivision (County Government), School District, or Approved Assistance Organization, **NO EXCEPTIONS!**
- b) Any and all computers that are transferred to TAMU Surplus Property, a Political Subdivision (County Government), School District, or Approved Assistance Organization must have the Hard Drive removed from them before the transfer will be approved. The Hard Drive condition must be confirmed on the Online Transfer Document (TDP) or on an AG-312 Inventory Software Removal Certification form.
- c) Any Hard Drives that need to be shredded can be placed on an Online Transfer Document (TDP) as a Non-Inventory item and transferred to TAMU Surplus Property. The Description needs to read as "# (Number) of Hard Drives to be shredded." If you must physically watch the hard drives be shredded, they must still be transferred to TAMU Surplus Property on an Online Transfer Document (TDP) but you will also have to fill out an E-Scrap Disposal Form available at the TAMU Surplus Property office. If necessary, you may mail the hard drives to the Texas A&M AgriLife Property Office and they will be taken to TAMU Surplus Property to be shredded.
- d) Only Printers can be taken to a local recycling center. No money may be received from the recycling center for the printer(s). An AG-301 Property Transfer form will need to be signed by both the Releasing Department/Agency and the local recycling center will need to sign the form as the Receiving Department/Agency, and then sent to the Texas A&M AgriLife Property Office for processing. Even though printers are no longer in inventory under \$5,000, this AG-301 Property Transfer form is still required for ALL non-inventory items.
- e) If equipment is going to another university out of state or to a private company, then please call the Property Office for guidance on what needs to be done. Special permission and requirements are needed.

## 5.5 Trade-In

- a) Trade-ins are taken off inventory when the new item is paid for and processed as a fixed asset. Trade-ins should be noted in the P/L/E purchasing documents. In addition, the department will need to list the trade-ins asset number and how much the vendor will offer for the trade-in.
- b) The item being traded in must be on your inventory within your agency. If it is not, then a transfer must be completed in order to have this item included on your inventory for your agency before a trade-in can be applied.
- c) Trade-ins can only be used for the same type of item. No trade-in can be used for the purchase of services or supplies.

## 5.6 Returned Items

If an item has been returned to a vendor, the department has to submit an AG-302 Inventory Deletion Request form and a copy of the "credit memo" or invoice or any correspondence showing the item returned.

<http://agrilifeas.tamu.edu/documents/ag-302.pdf>

## 5.7 Exchanges

If you are given another like item and there is no or minimum cost, do not delete original item. Give the new item the same asset number of the original purchase, add extra cost (if any) on L/P/E purchase order and let the Texas A&M AgriLife Property Office know the new serial number and any other information that is applicable.

## 5.8 Changes to Inventory

If you are making location changes, these can be made online if you have FAMIS access on screen 535 in FFX. Description, model and serial number changes can be made by contacting the Texas A&M AgriLife Property Office by email or phone, indicating the information that is to be updated. Departments do not have access to update this information.

## 5.9 Gifts of Property and Items Produced or Constructed by Departments

Gifts and items constructed eligible for inventory should be added to the inventory using an AG-307 Inventory Gifts and Reclassifications form with appropriate documentation.

- a) Non-Cash Gifts will need to use an AG-103 Non-Cash Gift Agreement form. This form will be sent to the Texas A&M AgriLife Reporting Office for approval and they will forward the signed agreement to the Texas A&M AgriLife Property Office. The Property Office will request an AG-307 Inventory Gifts and Reclassifications form from the department,

unless one has already been submitted. DO NOT send the AG-307 form to the Texas A&M AgriLife Reporting Office.

<http://agrilifeas.tamu.edu/documents/ag-103.pdf>

<http://agrilifeas.tamu.edu/documents/ag-307.pdf>

b) At the bottom of the AG-103 Non-Cash Gift Agreement form, the following is stated:

*“The Texas A&M AgriLife signatures serve only as an acknowledge of receipt of the gift and do not represent concurrence with any stated value of the gift for income tax purposes; a certified appraisal may be required for validation of value for income tax purposes. The Texas A&M AgriLife Research and the Texas A&M AgriLife Extension Service are agencies of the State of Texas and are non-profit organizations. Check with your tax preparer on the deductibility of this gift.” (Approved by General Counsel, 7/2000)*

### **5.10 Equipment Owned by Others: Held-in-Trust**

When equipment is paid for with a purchase voucher but owned by a non-state entity, being private or USDA, and is being used by Texas A&M AgriLife Research, Texas A&M AgriLife Extension Service, or the Texas A&M Veterinary Medical Diagnostic Laboratory, it will be put on inventory as Held-in-Trust and assigned an inventory number for tracking purposes. Ownership should be noted on the second page of FAMIS screen 362 in preliminary fixed assets under the heading Ownership.

## **6.0 Annual Certification of Physical Inventory Procedures**

Each Department/Unit will conduct an Annual Certification of Physical Inventory every fiscal year.

Please contact the Texas A&M AgriLife Property Office at 979-845-4791, or email Jared Kotch, Inventory and Property Control Coordinator, at [jared.kotch@ag.tamu.edu](mailto:jared.kotch@ag.tamu.edu), regarding the procedures for conducting the annual certification of physical inventory.

## **7.0 Inventory of Supplies, Material (Consumable), & Supplemental Supplies**

The following schedules and summaries are to be prepared annually by or under the direction of the unit head responsible for each of the following accounts:

ANSC AUXL/COPY BCBP COTG FDS

If the unit total is less than \$10,000.00, no report is needed.

a) Schedule of Consumable Supplies. List under each heading the quantity, description and value of the supplies on hand as of August 31<sup>st</sup> of that year

1. 100-Stationary and Office Supplies
2. 110-Gasoline, Oil, Lubricants
3. 140-Feeding Supplies, Seeds, Small Plants
4. 151-Medical Supplies
5. 152-Laboratory Supplies
6. 160-General Supplies
7. 200-Postage
8. 970 Seeds and/or Materials (Purchased for Resale)
9. 972-Farm Products for Sale (Money Crops)

b) The Summary of Schedules listed above are entered on the AG-309 Inventory of Consumable Supplies and Materials Form.

<http://agrilifeas.tamu.edu/documents/ag-309.pdf>

c) The Summary of Farm Product for Fiscal Year is entered on the AG-310 Summary of Farm Products for Fiscal Year Form

<http://agrilifeas.tamu.edu/documents/ag-310.pdf>

1. This form applies to inventory schedules 140, 970, and 972, and provides a continuous record of feeding supplies and farm products (except milk and farm products furnished as perquisites, and all perishable fruit and vegetable crops that must, out of necessity, be marketed promptly after harvesting).
2. This form should be used as a worksheet for additions and deductions during the year. These records must be kept current and available for audit at any time. The worksheet should be summarized as of August 31<sup>st</sup> of each fiscal year. A copy of the form must be forwarded to the Texas A&M AgriLife Fiscal Office, in care of the Financial Reporting Manager for AgriLife Research, AgriLife Extension Service, or TVMDL.
3. Only harvested products should be listed on the inventory schedules. Do not include estimated yields of unharvested cotton, grain or any other crop.

d) The AG-310 Summary of Farm Products for Fiscal Year form should be forwarded to the Texas A&M AgriLife Fiscal Office, in care of the Financial Reporting Manager, as soon after August 31<sup>st</sup> as possible, but no later than the first week of September. Please retain a copy of each form for your departmental files.

## **8.0 Repair/Property Used Away from Assigned Location**

State Owned Equipment is to be used for State Business Only

- a) The loan of inventory equipment to another unit, agency or individual must be recorded on an AG-322 Equipment Loan Form. This form is to be kept on file by the AAPO of the department.

<http://agrilifeas.tamu.edu/documents/ag-322.pdf>

- b) The use of inventory equipment out-of-town, in a car, or at home must be acknowledged on an AG-311 Property Used Away from Assigned Location Form. This form is to be kept on file by the AAPO of the department and is required to be updated each year it is in the users' possession. Also, the AG-311 form is required to be scanned into Laserfische under folder **5.02.09.02.1 Property Used Away from Assigned Location**, and then choose your assigned departmental folder. The Texas A&M AgriLife Management Review Team will check these folders during their departmental audits.

<http://agrilifeas.tamu.edu/documents/ag-311.pdf>

- c) An AG-313 Repair Receipt Form should be filled out each time a piece of equipment leaves the department for more than 1 day. This form is to be kept on file by the AAPO of the department.

<http://agrilifeas.tamu.edu/documents/ag-313.pdf>

- d) An AG-323 Equipment Sign-Out Log Form should be filled out each time a piece of equipment leaves a room and returns even if for less than a day. This form is to be kept on file by the AAPO of the department.

<http://agrilifeas.tamu.edu/documents/ag-323.pdf>

## **9.0 Security of Areas, Buildings, and Equipment**

For procedures and responsibilities please refer to Chapter 4 of the Texas A&M University System Asset Management Manual.

[http://assets.system.tamus.edu/files/budgets-acct/pdf/asset\\_mgmt\\_manual.pdf](http://assets.system.tamus.edu/files/budgets-acct/pdf/asset_mgmt_manual.pdf)

## **10.0 Storage of Equipment**

For procedures and responsibilities please refer to Chapter 4 of the Texas A&M University System Asset Management Manual.

[http://assets.system.tamus.edu/files/budgets-acct/pdf/asset\\_mgmt\\_manual.pdf](http://assets.system.tamus.edu/files/budgets-acct/pdf/asset_mgmt_manual.pdf)

All items located in a building **must** have a room number assigned to it. Room numbers must be the exact way they are listed on the Facilities Coordination Space Inventory. These can be viewed by going to <http://fcor.tamu.edu> or on screen 543 in FAMIS FFX. You must know the 5 digit building number and the campus code (cc=02 TAMU, cc=06 Texas A&M AgriLife Research, cc=07 Texas A&M AgriLife Extension Service, cc=20 Texas A&M Veterinary Medical Diagnostic Laboratory) the building belongs to. In order for our agencies to obtain the indirect cost we are owed, we **must** have these room numbers assigned to assets. Outside building numbers are 00001-not located in a TAMU System building or on their property; 00004-located outside a TAMU System building or used at home.

## **11.0 Livestock Procedures**

### **11.1 Evaluation of Livestock**

To simplify accounting procedures and reduce the number of accounting entries arising from livestock transactions, rules have been developed relative to the capitalization of livestock.

#### a) Livestock to be Inventoried (carried in Equipment Inventories)

1. Animals including poultry that are or will become breeding stock no matter how ownership was acquired.
2. All purchased animals including poultry with the exception of poultry that will be used in a feeding program of less than 3 months duration.
3. Animals that represent an intrinsic value to the unit, and are kept for a period of more than a day, regardless of the nature or purpose of the animal.
4. Animals that do not fit into one of the above categories will be included on the Inventory of Consumable Supplies under schedule 3.07 at the close of each fiscal year.

#### b) Value of Individual Animals

The inventory value for capitalized animals is left to the discretion of the unit head within the limits set forth below:

1. Purchased Animals - The unit is responsible for assignment of object class code 5767— Livestock vouchers for the purchase of livestock to be carried on inventory. Disbursements will correct the object code to 5799. A preliminary fixed asset for purchase of livestock is not required. Livestock purchases that do not affect inventory should also be coded 5767, or are being transferred within the same agency.
2. Gifts - These animals, if they are to be inventoried, are to be reported on an AG-305 Quarterly Livestock Inventory Report form as a gift with the donated price. If a value has to be changed to make it market value, please make this under Adjustments section on the form.

<http://agrilifeas.tamu.edu/documents/ag-305.pdf>



3. Produced by Department – These animals are to be reported at cost of production or net market value, and adjusted no more than 2 times between birth and maturity. The original value and any subsequent adjustments of value should be reported on the AG-305 Quarterly Livestock Inventory Report form under the Other Additions section on the form.
  
4. The schedule below may be used or the unit head may exercise discretion on an individual basis. The unit record must at all times show the present carrying value of each animal (or flock in the case of poultry) and the amounts shown on the AG-305 Quarterly Livestock Inventory Report must be supported by the unit records.

<b>Category</b>	<b>Standard Value</b>	<b>Point of Reclassification</b>
<b><u>Beef Cattle</u></b>		
Calves	\$550.00	Weaning
Heifers	\$700.00	2 Year Old
		Exposed/Breeding
Cows	\$800.00	N/A
Bulls	Purchase Cost	N/A
<b><u>Dairy Cattle</u></b>		
Bull Calves	\$150.00	Sold
Calves	\$400.00	Weaning
Repl. Heifers	\$110.00	Exposed/Breeding
Cows	\$1,400.00	N/A
Repro. Herd	\$800.00	N/A
<b><u>Horses</u></b>		
Foals	\$700.00	Weaning
Yearlings	\$1,000.00	2 Year Old
2 Yr. Fillies	\$2,000.00	Exposed/Breeding
Replacement Mares	\$2,500.00	Exposed/Breeding
Research Horses	\$500.00	N/A
Riding Horses	\$2,500.00	N/A
Breed-Broodmares	\$2,500.00	N/A
Breed-Stallions	\$5,000.00	N/A
<b><u>Swine</u></b>		
Market (Growing Pigs)	\$50.00	
Sows	\$150.00	N/A
Boars	Purchase Cost	N/A
<b><u>Sheep</u></b>		
Ewe Lambs	\$75.00	Weaning

Aged Ewes	\$100.00	N/A
Yearling Ewes	\$125.00	Breeding
Rams	Purchase Cost	N/A
Raised Resale	\$75.00	N/A
Purchased Resale	Purchase Cost	N/A
<b><u>Goats</u></b>		
Angora Kids	\$25.00	
Angora Yearling (Females)	\$40.00	
Angora Adults	\$100.00	
<b><u>Poultry</u></b>		
Chickens	\$1.00	
Quail		
Turkeys		
Pheasants		
<b><u>Feeder Livestock is valued at Net Market Value</u></b>		

## 11.2 Property Control of Livestock

### a) Supporting Documents for Account Entries Arising from Livestock Transactions

1. Additions from Expenditures – The purchase voucher for the expenditure will serve to support additions from expenditures. The unit will be responsible for the Expenditure Classification shown on these documents and must keep records of total additions from expenditures to prepare the reporting form as mentioned below.
2. Other Changes – The AG-305 Quarterly Livestock Inventory Report form for reporting of changes occurring since the prior report was prepared, will serve as the supporting document for all entries arising from livestock transactions except the additions from expenditures mentioned above. The unit's records should provide the data for this report and verify the amounts reported. The additions from expenditures as shown on the report will be reconciled with the purchase vouchers for the quarter. At the close of the fiscal year, it may be necessary to work with personnel of the reporting unit to obtain an accurate figure for the current year's expenditures, as some vouchers and remittances may be in transit.

### b) Reporting of Livestock on the Unit Equipment Inventories

1. Quantity and Value – The unit should record changes in the inventory quantities and values of individual animals. The report of physical inventory should show the total

quantity of the inventory at that date. A report should be submitted for each class of livestock owned.

2. Inventory Numbers and Class Codes – the following inventory numbers and class codes are to be used to record livestock on the AG-305 Quarterly Livestock Inventory Report

<i><b>Inventory Number</b></i>	<i><b>Class Code</b></i>	<i><b>Description</b></i>
900	501	Dairy Cattle
901	502	Beef Cattle
902	508	Swine
903	503	Mules
904	504	Horses
905	506	Sheep
906	507	Goats
907	505	Poultry
908	509	Bison
909	510	Deer
910	511	Dogs
911	500	Burros/Donkeys

### 11.3 Preparation & Processing of the Livestock Inventory Report

- a) Frequency of Reporting – The AG-305 Quarterly Livestock Inventory Report form is to be submitted quarterly beginning in December for the period of September 1<sup>st</sup> through November 30<sup>th</sup>, and each quarter thereafter. **These reports should be submitted to the Texas A&M AgriLife Property Office no later than 5:00 pm on the 4<sup>th</sup> working day of the month following the end of the reporting period.**

<http://agrilifeas.tamu.edu/documents/ag-305.pdf>

- b) Format of the Report and Supporting (Unit) Records
  1. An individual report is required for each class of livestock.
  2. The Texas A&M AgriLife Property Office is concerned with quantity at the date of physical inventory. The reporting form will provide data for an analysis necessary for the purchases of livestock. Please note that space is provided to explain changes in value arising from unusual additions or deductions.
  3. Each report is to be prepared and sent via email, Laserfiche, or mail.

A temporary department file copy is to be retained in the unit file until an approved Unit File Copy is filed in the units' Laserfische File **5.02.09.06 Livestock Inventory**.

4. Data contained in the report is to be recorded in the accounting records as of the last day of the period covered by the report.
5. As mentioned before, prior to closing the books at the end of the fiscal year. Additions from Expenditures must be balanced with the purchase vouchers paid that year. The units must be advised of any alterations made on the final report (due to vouchers in transit or changes in classification) so that these items can be reflected properly on the unit records. If there is a purchase made at the end of the fiscal year, the voucher needs to be processed within that fiscal year, if at all possible. If not, please make note on the Livestock Report the number of head on hand but not paid for.

## **12.0 Lease/Purchase**

- a) If a piece of equipment is leased with the option to purchase, it will be given an inventory number and put on inventory at the time of the first payment.
- b) Each payment thereafter will be coded 8350 for Furnishings & Equipment or 8351 for Farm Equipment, on the voucher, but will not need preliminary fixed asset information.
- c) Interest is not included in the purchase price for inventory purposes and needs to be coded 6120 on the voucher.
- d) If, at the time the lease/purchase option is up, and you elect not to purchase the piece of equipment, please submit an AG-302 Inventory Deletion Request form so the item can be removed from the department's inventory.

<http://agrilifeas.tamu.edu/documents/ag-302.pdf>

## **13.0 Vehicles**

### **13.1 Titles**

- a) Texas A&M AgriLife Research Departments are responsible for the care of their vehicle titles. The Texas A&M AgriLife Property Office maintains a copy of each title in its office in 3-ring binders.

- b) The Fleet Management Office maintains the vehicle titles for Texas A&M AgriLife Extension Service. Please contact Ralph Piper at (979) 845-6805 with any questions or concerns.
- c) The Texas A&M Veterinary Medical Diagnostic Laboratory is responsible for the care of their vehicle titles. Please contact Vic Seidel, Assistant Agency Director, at (979) 458-3254 with any questions or concerns.

## 13.2 Insurance

- a) The Texas A&M System Office of Risk Management handles all insurance claims for the University System. There is a letter that is sent to all Texas A&M University System Agencies that states the Texas A&M University System is the insurance carrier for all agencies. This needs to go into the glove box of all System owned vehicles. There may or may not be a new letter issued each year.
- b) Vehicles and motorized driven equipment carry only liability insurance through the fleet policy. For additional coverage options please contact the Texas A&M AgriLife Property Office or email Debra Cummings (dacummings@ag.tamu.edu) for Research, Donna Alexander (dalexand@tamu.edu) for Extension Service, or Vic Seidel (VSeidel@tvmdl.tamu.edu) for TVMDL vehicles.
- c) If there is an accident involving a state vehicle, please fill out and submit the Motor Vehicle Accident Report **within 24 hours of the accident**.
  - Members of Texas A&M AgriLife Extension Service will need to complete and submit **ALL** required written reports directly to Donna Alexander, Assistant Director for Fiscal Services
  - Members of Texas A&M AgriLife Research will need to complete and submit **ALL** required written reports directly to Debra Cummings, Assistant Director of Business Services & AgriLife Research Chief Financial Officer
  - Members of the Texas A&M Veterinary Medical Diagnostic Laboratory will need to complete and submit **ALL** required written reports directly to Joseph Essler, Poultry Programs Administrator
  - All reports will be reviewed and forwarded to the Texas A&M System Office of Risk Management

<http://agrilifeas.tamu.edu/documents/motor-vehicle-accident-report.pdf>

## 14.0 **FAMIS**

- a) Property is entered and viewed through FFX or FAMIS Fixed Asset part of the FAMIS system.
- b) All data pertaining to inventory is approved by the Texas A&M AgriLife Property Office and entered into FAMIS.
- c) Departments have the ability to update the location, use, purpose, condition, class code, and group code fields for an asset on screen 535 in FFX. They may also view screens that give history of an asset on screen 523; a listing of all inventory for a department by asset number on screen 534, by serial number on screen 501. Departments cannot view inventory for another department. If an asset number need to be researched contact the Texas A&M AgriLife Property Office for assistance. A listing of, description of, and screen pages can be viewed on the Texas A&M AgriLife Property Office website, or at the following links:

<http://agrilifeas.tamu.edu/fiscal/inventory/>  
<http://agrilifeas.tamu.edu/files/2013/04/ffx-screens.pdf>

- d) Requests to access the FFX system in FAMIS are made by filling out an AG-701 FAMIS Access Request Form and submitting it to FAMIS Security. FAMIS Security can be contacted at (979) 845-4794.

<http://agrilifeas.tamu.edu/documents/ag-701.pdf>

- e) Departments can also contact the Texas A&M AgriLife Property Office at 979-845-4791 and 979-845-6743 for additional assistance.