

|  |  |
| --- | --- |
| **30.12 Outdoor Display Items**  | **Issued: April 1, 2020** |

1. GOVERNING REGULATIONS

 These procedures are governed by The Texas A&M University System Regulation [21.01.09](http://policies.tamus.edu/21-01-09.pdf) Fixed Asset Management*,* TFS Administrative Procedure [20.07](http://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/2007%20Gifts%20Donations%20Grants%20Endowments.docx) Gifts, Donations, Grants and Endowments,and TFS Administrative Procedure [30.02](http://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/3002%20Equipment%20Management.docx) Equipment Management.

2. GENERAL

 TFS is a service agency with limited resources and as such, the agency does not generally commit resources to the purchase of outdoor display items for agency property. However, the agency will consider displaying antiquated equipment owned by TFS or donated to TFS when certain criteria are met.

3. CRITERIA

 The following criteria will be used to determine whether to approve an outdoor display item:

1. Relevance of item to agency’s history or mission.
2. Condition of item.
3. Item’s appropriateness to the site and surrounding areas, including buildings, landscaping and other improvements.
4. Adequacy of space for the item without interfering with agency operations.
5. Existing display items on same property.
6. Long-term maintenance requirements and costs.
7. Safety related to public access to the item.

4. ACQUISITION

 The item must already be owned by the agency or the owner must be willing to donate it to the agency. Donations must be approved in accordance with Administrative Procedure [20.07](http://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/2007%20Gifts%20Donations%20Grants%20Endowments.docx) Gifts, Donations, Grants and Endowments, and TFS Administrative Procedure [30.02](http://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/3002%20Equipment%20Management.docx) Equipment Management prior to acceptance.

5. APPROVAL PROCESS

 5.1 The requesting unit must request approval through their chain of command for designating an item for display. The request will include the following:

1. Map of property with proposed location identified.
2. Pictures of item.
3. Source of item (owned or potential donation).
4. Purpose/justification of display.

5.2 Upon approval by the requestor’s chain of command, the request will be routed to the Director for review by the Executive Team and final approval by the Director.

5.3 The requesting unit will be notified of the decision.

 CONTACT: Associate Director for Finance and Administration, 979-458-7301