

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Procurement and Business Services Policy FO-PUR-14**  
**How to Sell Live Animals**

**AUTHORITY**

**Texas Gov. Code. Title 10, Subtitle D, Chapter 2175 Surplus and Salvage Property**

The Property Coordinator is designated the state's property manager for the University. By state law, the property manager is the only person that can sell or dispose of state property if it has any value. No other person, even if acting in good faith, may dispose of or sell state property.

**SEALED BID PROCEDURE**

**Step 1.** Agricultural Sciences shall prepare and submit a surplus property form, Request for Changing Inventory Items and Work Request, Form No. RC-21, to Property listing the animals to be sold.

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sale at least one time in at least one newspaper of general circulation in the vicinity where the property is located (The Huntsville Item) and at least one time in a newspaper or publication of regional or statewide circulation (such as, but not limited to, The Weekly Livestock Reporter, The Southern Livestock Standard, or the Houston Chronicle). The cost of these advertisements will be paid by Property if the animals were originally purchased with state funds or by