



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

October 24, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 07-11  
Distributed via Campus E-mail

TO: President Wright, Vice Presidents, Deans, Directors, and Department Heads

FROM: Mary Lee Hodge, Vice President for Business Affairs

SUBJECT: Accountable Property Officer Responsibilities

For the second consecutive year, the TAMUS Internal Auditors reported that an unacceptable number of assets listed on the University's records could not be located or were not in the location listed in the official records. The auditors made recommendations to increase accountability, and the University has responded with a commitment to implement these recommendations. One of the recommendations was to ensure that property officer responsibilities are included in position descriptions and addressed in the annual employee evaluation process.

This memorandum is to notify you that this responsibility must be included on every departmental property officer's position description. They must be submitted to the Human Resources Department and the responsibilities must be addressed in the evaluation of the employee. The responsibilities are attached to this memorandum and are being provided to the Human Resources Department to be included in each Property Officer's official file. The next evaluation should address the performance of these duties and the individual's PDQ must be updated to include the property officer's responsibilities.

Xc: Max Wardrup  
Albert Gee