

### ***Accountable Property Officers (APO)***

At Prairie View A&M University, each Department Head is the **Accountable Property Officer** (APO) for his/her department. An APO is responsible for the physical possession and control of all equipment in his/her department.

Specifically, the Department Head is responsible for:

- Physical possession and control of all equipment within his/her respective unit (college, department, etc).
- Appointment of a responsible Departmental Property Contact, if necessary, and timely notification to the Prairie View A&M Property Manager of any Departmental Property Contact changes.
- Verifying that a Departmental representative has attended Property Management and FAMIS training.
- Ensuring that all unit employees are trained such that each has an awareness of his/her respective responsibilities for property processing and/or custodianship.
- Establishment and maintenance of property records for his/her respective unit including:
  - Signed Temporary Transfer forms (custody cards) for all equipment that is removed from the campus.
  - Immediate transfer of equipment that is no longer needed within the unit to Surplus.
  - Immediate notification of missing/stolen property to the PVAMU Police Department.
  - Timely (within 24 hours of discovery) notification and report of missing or stolen property to the Prairie View A&M Fixed Assets Manager accompanied by a complete police report for such incident.
- Physical verification and certification of current inventory on an annual basis.
- Physical verification of the return of assets assigned to terminating employees.