



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 24, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 08-05

*Memo FY 08-05 Supersedes VPBA Memo 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

This memorandum is issued as a reminder to notify you that the responsibility of Accountable Property Officer must be included in every departmental property officer's position description (PAWS). 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: Mr. Max Wardrup  
Mr. Albert Gee