



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

November 7, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY08-17

Distributed via direct Email

To: Faculty and Staff

From: Mary Lee Hodge
Vice President for Business Affairs

Re: Fixed Asset - Statement of Liability

As part of our asset management procedures for fiscal year 2008, we are required to have a Statement of Liability Form on file for all departments. Attached is the Statement of Liability Form for your use. Please be advised that each department head must be shown as the Property Officer and that an Alternate Property Officer is required. If your Alternate Property Officer will handle fixed assets for your department, please indicate such with an additional note on the form. In a case where the Alternate Property Officer is being tasked with handling the day-to-day responsibility of fixed assets, it should be noted that the Property Officer (Department Head) is ultimately responsible for fixed assets under their respective department.

Any form not signed by the appropriate department head will be returned that department for corrective action. The forms are due to the Fixed Assets Office located in WR Banks, Room 101 by November 14, 2007. If you have any questions or concerns, please feel free to contact Mr. Charles Washington via email at clwashington@pvamu.edu or 936-261-1916.

xc: Mr. Rod Mireles, Assistant Vice President Financial Accounting, Reporting and Procurement
Mr. Charles Washington, Fixed Assets Coordinator