



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 11, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 10-05

Memo FY 10-05 Supersedes VPBA Memo 09-05

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

The State of Texas is increasingly monitoring assets in our inventory so increased emphasis is placed on stewardship of assets under your control. This memorandum is issued as a reminder that the responsibilities of the Accountable Property Officer must be included in every departmental property officer's position description in PV 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.

xc: Mr. Albert Gee  
Mr. Charles Washington