PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 13, 2017

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 18-08
Memo FY18-08 Supersedes VPBA Memo 17-08
Distributed via Campus E-mail

To: Interim President, Vice Presidents, Deans, Directors and Department Heads

From: Corey S. Bradford
Senior Vice President for Business Affairs

Re: Accountable Property Officer Responsibilities

The State of Texas is increasingly monitoring assets in our inventory. Therefore, increased emphasis is placed on stewardship of assets under the University's 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 Talent. 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. Charles Washington
Ms. Kay Peavy
Ms. Radhika Ayyar

Attachment

CSB:ol

Office of Business Affairs
P.O. Box 519; MS 1300 Prairie View, Texas 77446
Phone (936) 261-2150 Fax (936) 261-2159

www.pvamu.edu

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.