



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 2, 2020

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 21-04
Memo FY 21-04 Supersedes VPBA Memo FY 20-04
Delivered via Campus Email

To: Department Heads

From: Cynthia Carter-Horn 
Senior Vice President for Business Affairs

Re: Fixed Asset - Statement of Liability FY 2021

As part of our asset management procedures for the fiscal year 2021, we are required to have a Statement of Liability Form on file for all departments. Attached is the Statement of Liability Form which can be accessed through the following link:
<https://www.pvamu.edu/pdsv/wp-content/uploads/sites/88/Statement-of-Liability-FY2021-1.pdf>.

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 to that department for corrective action. The forms are due to the Fixed Assets Office located in the Central Receiving Building, Room 108 by Friday, October 2, 2020. If you have any questions or concerns, please feel free to contact Ms. Angela Hoffman via email at achoffman@pvamu.edu or 936-261-1919 or Mr. Charles Washington via email at clwashington@pvamu.edu or 936-261-1916.

xc: Ruth Simmons, President
Charles Washington
Angela Hoffman A.
Marie Johnson

CACH: ol