



PRAIRIE VIEW A&M UNIVERSITY

Statement of Liability for FY2024

Department: _____

I understand that I am under financial liability for loss or damage to items on my departmental inventory list, if the loss or damage results from my negligence, intentional act, or failure to exercise reasonable care to safeguard, maintain and service these items.

Accountable Property Officer (APO)*

Name: _____

Title: _____

Signature: _____ Date: _____

Alternate Accountable Property Officer (AAPO)**

Name: _____

Title: _____

Signature: _____ Date: _____

Please note who will serve as inventory point of contact for day-to-day operations for your department. Specify name, location, phone number and email to update our records.

Name: _____ Email: _____

Phone: _____ Building: _____ Room: _____

* The Accountable Property Officer (APO) is the department head or dean assigned the responsibility for maintaining the department's inventory of fixed assets.

* * The Alternate Accountable Property Officer (AAPO) is the individual designated by the APO assigned to handle the day-to-day responsibilities for maintaining the department's inventory of fixed assets.