Departmental Property Contact Responsibility Statement
Texas A&M University-Corpus Christi
Property Management 361-825-2771

DEPARTMENT: ____________

As the Department’s Property Contact(s), I am responsible for the following:

• Assisting the Department Head/Director in the execution of that position and daily or ongoing equipment management functions for the respective unit.
• Coordinating the training of all employees within the unit to ensure awareness of their respective responsibilities for property processing and/or custodianship.
• Ongoing maintenance of property records for the respective unit.
• Ongoing application of inventory management procedures and compliance with all applicable State regulations, System policies, and University rules.
• Ensuring timely documentation and transfer of equipment that is no longer needed within the department.
• Coordination with the Department Head/Director and end user to ensure the timely notification (within 24 hours of discover) to the Department Head/Director and report of missing or stolen property to the Texas A&M University-Corpus Christi Property Officer.
• Coordination of the physical verification and certification of current inventory on an annual basis with Department Head/Director and end users.
• Coordinate tracking and management of equipment that is assigned or on loan at a location outside the respective unit.

I certify that I have received information in regards to each of the responsibilities listed above and understand what is expected of me as the Departmental Property Contact for my department.

______________________________            ___________________________    ______
Signature of Accountable Property Officer        Printed name of A.P.O               Date

___________               ____________
Extension         Location

________________________________________ ____________________________________ ________
Signature of Alt. Accountable Property Officer  Printed name of Alternate A.P.O  Date

___________          ____________
Extension                 Location