

FDP-401 Departmental Property Contact Verification

Texas A&M University Property Management

Mail Stop 6000 - Property@tamu.edu

(Revised 11/09)



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State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.

Department Code: _____ Sub Dept Code: _____ Date: _____

Texas A&M University Property Management has the following individuals listed as the Departmental Property Contacts for your department. Complete any missing information and make any necessary additions/deletions to your Departmental Property Contacts.

Name	Phone	Email

- **Verify/Update contact information and return this form with your annual certification.**
- **Add or delete individual DPC authority with the FD-860 form.**
- **For all Departmental Property Contacts, the department is required to complete the FDP-421 Departmental Property Contact Responsibility Statement and file it in the department. The DPC and his/her supervisor should sign the FDP-421. The form is at <http://finance.tamu.edu/fmo/forms/default.asp#propMgmt>.**

X _____
Primary Departmental Property Contact Signature

Printed Name