

# **FDP-423 Property End User Responsibility Statement**

Texas A&M University Property Management

Mail Stop 6000 - [Property@tamu.edu](mailto:Property@tamu.edu)

(Revised 9/01)

**As a Property End User, I am responsible for the following:**

- Ensuring that all equipment is used for approved University purpose and not for personal gain.
- Exercising “reasonable care” for equipment safekeeping.
- Ensuring equipment is in good working condition or equipment custodian is notified of any equipment maintenance needs.
- Ensuring equipment is accessible at all times for audit purposes.
- Reporting missing or stolen property through the respective custodian to the Departmental Property Contact within 24 hours of discovery.
- Informing the Departmental Property Contact through the respective custodian of site/building/room location changes for equipment.
- Informing the Departmental Property Contact through the respective custodian of equipment enhancements/upgrades/trade-ins.
- Coordinating with the Departmental Property Contact through the respective custodian for proper removal of equipment (to Surplus, cannibalization, etc).
- Informing respective custodian of changes in end user.

**I certify that I have received information in regards to each of the responsibilities listed above and understand what is expected of me as an Equipment End User for my unit.**

\_\_\_\_\_  
**Name (Typed)**

\_\_\_\_\_  
**Department**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**E-mail**

X \_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date Signed**

X \_\_\_\_\_

**Signature of Immediate Supervisor**

\_\_\_\_\_

**Date Signed**

**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.**

***Do not submit to Property Management. Please retain for your departmental records.***

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## **Purpose of Form**

The purpose of this form is to document the responsibilities of the Property End User and for the Property End User to certify that they understand these responsibilities. This is a suggested form.

## **Submission of Form**

Retain the signed form on file in the department.

## **Completing the Form**

Include the printed or typed name of the Property End User, the Texas A&M University department code, the Property End User's title and email address. The Property End User must sign and date the form. The Property End User's immediate supervisor must also sign and date the form.