

# ***FDP-421 Departmental Property Contact Responsibility Statement***

Texas A&M University Property Management  
Mail Stop 6000 - [Property@tamu.edu](mailto:Property@tamu.edu)  
(Revised 9/01)

**As the Departmental Property Contact (DPC), 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 within my unit in compliance with all applicable State regulations, System policies, University rules and Standard Operating Procedures.
- Ensuring timely documentation and transfer of equipment that is no longer needed within the unit.
- Coordination with the Department Head/Director, custodian, 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 Property Manager.
- Coordination of the physical verification and certification of current inventory on an annual basis with the Department Head/Director, custodians and end users.
- Coordinate tracking and management of equipment that is assigned or on loan at a location outside the respective unit.
- Ensure physical verification of assets assigned to terminating custodians and end users to ensure property reassignment, transfer, or disposal of all pertinent inventory.

**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 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 Departmental Property Contact and for the Departmental Property Contact to certify that they understand these responsibilities.

## **Submission of Form**

Retain the signed form on file in the department.

## **Completing the Form**

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