

FDP-422 Property Custodian Responsibility Statement

Texas A&M University Property Management

Mail Stop 6000 - Property@tamu.edu

(Revised 9/01)

As an Equipment Custodian, 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 maintenance needs are met.
- Ensuring equipment is assigned/used by a responsible person who has been made aware of his/her respective responsibilities for property and is property trained in its use and pertinent safety issues.
- Ensuring equipment is accessible at all times for audit purposes.
- Reporting missing or stolen property to the Departmental Property Contact or Department Head within 24 hours of discovery.
- Informing the Departmental Property Contact of site/building/room location changes for equipment.
- Informing the Departmental Property Contact of equipment enhancements/upgrades/trade-ins.
- Coordinating with the Departmental Property Contact for proper removal of equipment (to Surplus, cannibalization, etc.).
- Informing the Departmental Property Contact of changes in custodian and/or 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 Custodian 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 Custodian and for the Property Custodian 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 Custodian, the Texas A&M University department code, the Property Custodian's title and email address. The Property Custodian must sign and date the form. The Property Custodian's immediate supervisor must also sign and date the form.