



Property Office

ROLES

Accountable Property Officer (APO) Responsibilities:

The Texas A&M University System Asset Management Manual states, "APOs are responsible for the physical possession and control of all equipment entrusted to their activities." Routinely, the Department Head serves as the APO and is ultimately responsible for all property in his/her department.

The Department Head is responsible for the following:

- Physical possession and control of all equipment within the department.
- Appointment of a responsible Alternate Accountable Property Officer (Alt APO) who will track inventory for the department.
- Ensure that the Alt APO has retrieved any assets from employees that may be terminating employment with the University.
- Ensuring that all department employees receive training for property processing and custodianship.
- Compliance with all applicable state regulations, System policies, and procedures.
- Maintenance of property records for the department.
- Timely notification of missing or stolen property to the Property Office.
- Physical verification and certification of current inventory each fiscal year.
- Financially liable for loss or damage to property that results from negligence or failure to exercise reasonable care to safeguard, maintain, and service property.

Alternate Accountable Property Officer (Alt APO) Responsibilities:

- Assisting the APO with ongoing property management functions for the department.
- Ensuring that all department employees know what is expected of them as custodians of property.
- Ongoing maintenance of property records.
- Compliance with all applicable state regulations, System policies, and procedures.
- Coordinate tracking and management of equipment that is assigned or on loan at a location outside the department.
- Surplus equipment that is no longer needed or is damaged.
- Management of equipment that is on loan outside the department or agency.