

**TEXAS A&M UNIVERSITY CORPUS CHRISTI
6300 OCEAN DRIVE – UNIT 5872
CORPUS CHRISTI, TEXAS 78412**

**Departmental Property Contact Responsibility Statement
Texas A&M University-Corpus Christi
Property Management 361-825-2771**

DEPARTMENT: _____

As the Departments Property Contact(s), 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 and compliance with all applicable State regulations, System policies, and University rules.
- Ensuring timely documentation and transfer of equipment that is no longer needed within the department.
- Coordination with the Department Head/Director 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-Corpus Christi Property Officer.
- Coordination of the physical verification and certification of current inventory on an annual basis with Department Head/Director and end users.
- Coordinate tracking and management of equipment that is assigned or on loan at a location outside the respective unit.

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 department.

Signature of Accountable Property Officer

Printed name of A.P.O

Date

Extension

Location

Signature of Alt Accountable Property Officer

Printed name of Alt A.P.O

Date

Extension

Location