

<p>Texas A&M University-San Antonio</p> <p>DELEGATION OF RESPONSIBILITY FOR STATE PROPERTY TO</p> <p>Department Accountable Property Officer</p>

In accordance with the Texas Government Code, Chapter 403, Section 403.273, the President of TAMU-SA is ultimately accountable for the custody and care of the state property. Responsibility for the safekeeping and accounting for the state property reflected on the attached inventory list is delegated to you as the Accountable Property Officer for your department. As a Department Accountable Property Officer, you must comply with University Procedure 21.01.09.O1.01 *Accountability and Responsibility of State Property*. At a minimum, steps must be taken to maintain the upkeep of any asset in an acceptable manner, ensure the security of any asset, ensure that any asset can be located at any time requested, and ensure that the person responsible for the asset is known. You are also responsible for ensuring that employees in possession of equipment that you are responsible for are aware of their responsibilities related to safeguarding and accounting for state property. Please sign below and return the signed document to the University's Department of Accounting Operations, Attn: Property Manager.

"I understand that I may be held financially liable for any loss or damage to state property if the loss or damage results from my negligence, intentional act or failure to exercise reasonable care to safeguard, maintain, and/or service it (them)."

Accountable Property Officer's (Employee's Printed Name Receiving Delegation)	Signature	Date
Department Name	Department Code	
Property Manager's signature	Date	

