



## PRAIRIE VIEW A&M UNIVERSITY

### Statement of Liability for FY2025

Department: \_\_\_\_\_

I understand that I am under financial liability for loss or damage to items on my departmental inventory list, if the loss or damage results from my negligence, intentional act, or failure to exercise reasonable care to safeguard, maintain and service these items.

#### **Accountable Property Officer (APO)\***

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Alternate Accountable Property Officer (AAPO)\*\***

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note who will serve as inventory point of contact for day-to-day operations for your department. Specify name, location, phone number and email to update our records.**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Building: \_\_\_\_\_ Room: \_\_\_\_\_

\* The Accountable Property Officer (APO) is the department head or dean assigned the responsibility for maintaining the department's inventory of fixed assets.

\* \* The Alternate Accountable Property Officer (AAPO) is the individual designated by the APO assigned to handle the day-to-day responsibilities for maintaining the department's inventory of fixed assets.