

**TEXAS A&M UNIVERSITY-COMMERCE
OFFICE OF FINANCIAL SERVICES**

FIXED ASSET INFORMATION AND AUTHORITY

SECTION I: DEPARTMENT INFORMATION

Department Code:		Sub-Dept.:	
Department Name:			
Department Head:	Name:		
	Title:		
	Social Security #:		
	Phone Number:		
	E-mail Address:		

SECTION II: ACKNOWLEDGMENT BY DEPARTMENT HEAD

I understand that I am under financial liability for loss or damage to these items if the loss or damage results from my negligence, intentional act, or failure to exercise reasonable care to safeguard, maintain, and service them. If I delegate an alternate APO, I am not relieved of my aforementioned responsibility.

Signature of Department Head _____

Date: _____ X _____

SECTION III: DESIGNATION OF ALTERNATE ACCOUNTABLE PROPERTY OFFICER (Alt APO)

Alternate APO	Name:		
	Title:		
	FAMIS ID:		
	Social Security #:		
	Phone Number:		
	E-mail Address:		

I hereby acknowledge designation as Alternate Accountable Property Officer for this department and understand that I am to act on the behalf of the Department Head (Accountable Property Officer) in his/her absence.

Signature of Alternate APO _____

Date: _____ X _____

Attached is a current listing of your department's inventoried assets.

Please return the listing along with this form to PROPERTY MANAGEMENT, Attn: Jennifer Perry, Property Manager

Financial Services Office Use Only:

Inventory dated _____ is in this department's inventory folder.

New Alt APO? yes no TMASS

If new Alt APO, training took place on the following date: _____