

Property End User Responsibility Statement
Texas A&M University-Kingsville Property Management
Mail Stop 104

Property End User definition of reasonable care of state issued equipment.

Reasonable care, according to the *State Property Accounting Users Guide (June 15, 2010)* reads, “It is each state employee’s responsibility to use property only for state purposes and to exercise reasonable care for its safekeeping.”

Reasonable care means that steps have been taken to ensure:

- Acceptable upkeep and maintenance of the asset,
- Security of the asset
- The assets can be located at all times and
- Documentation is retained specifying the person responsible for the asset.

An example of negligence and not exercising reasonable care is as follows:

Mr. Smith checks out a laptop computer to do additional work at home. He puts the computer in the passenger seat of his car and leaves for work. He stops at a convenience store to get some gas. He locks his car and someone steals the computer. Who is liable? Mr. Smith would be liable. He did not exercise reasonable care. He left the computer in plain view. If he had locked the computer in the truck he would not be liable.

As a Property End User, I am responsible for the following:

- Ensuring that all equipment is used for approved University purpose and not for personal gain.
- Exercising “reasonable care” for equipment safekeeping.
- Ensuring equipment is in good working condition or notifying proper staff of any equipment maintenance needs.
- Ensuring equipment is accessible at all times for audit purposes.
- Reporting missing or stolen property through the respective Alt APO within 24 hours of discovery.
- Informing the Alt APO of site/building/room location changes for equipment.
- Informing the Alt APO of equipment enhancements/upgrades/trade-ins.
- Coordinating with the Alt APO for proper removal of equipment (to Surplus, cannibalization, etc.).
- Informing respective Alt APO of changes in end user.

I certify that I have received information in regards to each of the responsibilities listed above and understand what is expected of me as an Equipment End User for my department.

Name (Print)

Department

Title

E-mail

X _____
Signature

Date Signed