

# CSU Property Accountability - Authorized Signers

Business and Financial Services  
 Property Management  
 555 S. Howes St., 3rd Floor  
 6003 Campus Delivery  
 Fort Collins, CO 80523  
 (970) 491-2270



Organization Code and Department Name

Date

Department Head Name

Physical Address

Department Head Title

Campus Delivery

The Accountable Property Officer (APO\*) and the Department Property Contact (DPC\*) are accountable for accurately maintaining records for capital assets within their department/units, as well as following correct procedures for the management and disposition of non-capital property. The APO alone has the authority to appoint the DPC role for Capital Asset Management, *and* any additional signers needed for non-capital property disposition\*\*.

*A record of the authorized signers for Capital Asset Management and non-capital property disposition will be kept on file at the Property Management and Surplus Property Offices, for the purpose of ensuring the APO and delegates thereof are fully aware of the dispositions occurring in the department/unit, and those dispositions are within the bylaws stated in Federal, State and CSU policy as well as the guidelines of any applicable contract under which the equipment was purchased.*

The APO: Department Heads (or equivalent position titles) are the principal administrators of the school or college's departments, and are accountable to the Deans. *Directors* (or equivalent position titles) are the principal administrators of Organizational Units, such as institutes, centers, and administrative departments, and are accountable to an Officer of the Administration (or other Fiscal Principal).

With these appointments, Department Heads and Directors (or equivalent position titles) are entrusted with fiscal responsibility for their assigned Organizational Units, including the management of property and equipment.

The DPC is the primary Capital Asset Manager and contact for the Property Management Office. The DPC is appointed by the APO in order to assist them in following the Federal, State, and CSU regulations and procedures for managing all property and equipment within the department/unit.

Authorized Signers are appointed by the APO to manage and disposition non-capital property within the department unit. They are responsible for filling out the EACR correctly, and providing guidance to their colleagues and delegates to do the same. This role does not have the authority to disposition active capital assets.

Signature/e-Signature

APO name

APO will not be listed as an e-EACR approver unless also listed as an Authorized Signer.

\*Training and certifications are available on APO, DPC, and Capital Asset Management roles, as well as processes and procedures, through the Property Management web page under "Training".

\*\*If the APO chooses not to appoint a DPC or additional signers, they will, by default, become the primary contact for the Property Management Office and Surplus Property Department.

\*For more information on forms and definition of roles see:  
 Property Management webpage

Signature/e-Signature

DPC and  
 Authorized Signer

Signature/e-Signature

Authorized Signer

Signature/e-Signature

Authorized Signer

Signature/e-Signature

Authorized Signer

Signature/e-Signature

Authorized Signer

# CSU Asset Accountability

## Request for Property Accountability Role Designation

The purchase, utilization and appropriate management of supplies and equipment is an integral part of the day to day functional ability of your department and of the University community.

Each Department has several property management roles as outlined in the University Fiscal Policies

APO- Accountable Property Officer is the Head of the department and is entrusted with fiscal responsibility for their assigned Organizational Units, including the management of property and equipment. *Department Heads (or equivalent position titles)* are the principal administrators of the school or college's departments, and are accountable to the Deans. *Directors (or equivalent position titles)* are the principal administrators of Organizational Units, such as institutes, centers, and administrative departments, and are accountable to an Officer of the Administration (or other Fiscal Principal).

DPC- Department Property Contact is the contact for all audits and inventory of capital assets. (assigned this role by the APO). The DPC is the primary Capital Asset Manager and contact for the Property Management Office. This role is appointed by the APO in order to assist them in following the Federal, State, and CSU policies and regulations for managing property and equipment within the department/unit .

CAM Processor-Capital Asset Manager appointed by the Department Head or equivalent position title, to be authorized in KFS Capital Asset Manager module. The CAM Processor is responsible for maintaining accurate records of all capital asset property and equipment within the department/unit.

FO-Fiscal Officer's are appointed by the Department Head . FO's are responsible for, validating the accuracy and business need then approving asset related documents in Quali.

DO- Development Officer is responsible for tracking and reporting to the Division of Advancement, any donations of equipment gifted directly to the department.

PI- Principal Investigator is the manager of any contracts with sponsor agencies and responsible for reporting all movable capital assets associated with the project.

EEA- Electronic EACR Approver's (AKA Authorized Signers) are responsible for approving disposal documents of non-capital property, equipment, and supplies to the Surplus Property Department. EEA's are appointed by the Department Head (or equivalent position titles), they are responsible for ensuring the EACR has been filled out accurately, and for providing guidance to their delegates to do the same. This role does not have the authority to dispose of active capital assets.

Please let the Property Management Office know how you have structured your roles by submitting this Property Accountability designation to Property Management 6003 Campus Delivery or [BFS\\_property\\_management@mail.colostate.edu](mailto:BFS_property_management@mail.colostate.edu).

The Business and Financial Department encourages you to take advantage of the online training modules available on the main BFS webpage and several classroom training sessions offered biannually, register through the Training and Organizational Development webpage.

Sign up for our list serve "BUS-FIN" to receive important financial related updates and correspondence, and the Property Management listserv DEPT\_PROPERTY\_CONTACTS for capital asset and Property Management information.

We appreciate your efforts to keep capital asset records up to date! Please contact the Property Management Office for resources and support.