



**Office of Procurement**

P.O. Box 8795  
Williamsburg, Virginia 23187-8795  
757/221-2052, Fax 757/221-3959  
TDD 757/221-1787

**PROPERTY ADMINISTRATOR ASSIGNMENT**

Designation and Responsibilities of Property Administration

TO: Property Administrator, \_\_\_\_\_  
Name and Department

FROM: Scott Polk, Property Control Manager, College of William and Mary

You have been named as the Property Administrator for your department and are assigned the following responsibilities outlined below. Accurate recording of all equipment valued at \$2000 and greater is very important.

You, as Property Administrator, are responsible for:

- Day to day coordination of the property held in your department;
- Maintenance of departmental property records;
- Assurance that appropriate and timely notification is made to the Office of Property Control of all equipment transactions, including but not limited to acquisition of new equipment, moving equipment to a new location within the department, transferring equipment to another department, transferring equipment to another agency, transferring equipment to surplus;
- Reporting missing or stolen equipment to Campus Police, Property Control, and Risk Management;
- Interaction with auditors when equipment reviews are being performed.
- Notification to Office of Property Control if another individual within your department must assume the Property Administrator assignment.

Your signature below certifies that you have read and understand your responsibilities as the property administrator.

Please sign and return this assignment form to the Office of Procurement/Property Control, Facilities Management Building, Lower Level, Grigsby Lane. Retain a copy of the assignment form for your records.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date