

# AURA PROPERTY CUSTODIAN RESPONSIBILITIES

## **AURA Employees:**

1. All AURA employees have the responsibility for the proper management and control of all AURA property within their work area, whether assigned to them or someone else.
2. This responsibility includes reporting any known missing, stolen, or non-working property in their work area to their Department Supervisors or the AURA Property Officer.

## **Department Supervisors:**

1. Each Department Supervisor is responsible for implementing property administration effectively and compliantly within their department by ensuring that Property Custodians receive full cooperation from end-users and purchasers of property.
2. Each Department Supervisor will assign a Property Custodian for all Capitalized property (\$5000 and up) within their Department. This person will be responsible for all Capitalized property assigned to their departments.
3. Each Department Supervisor must ensure that the Department Property Custodian receives training in property management requirements and acknowledges Custodial responsibilities.
4. Each Department Supervisor must ensure that property in their department's custody is identified, inventoried, safeguarded, maintained, utilized and disposed of in accordance with AURA policies, and all relevant state and Federal laws.
5. Each Department Supervisor will inform the AURA Property Officer of any missing or stolen department property.

## **Department Property Custodians:**

1. Each Department Property Custodian must be aware of his/her responsibility for the proper management and control of AURA property, and should ensure that:
  - Property is used only for approved AURA purposes only, and not for personal gain.
  - All equipment is appropriately coded, recorded and marked. If changes to the property record or status are required, the Department Property Custodian shall notify the AURA Property Officer.
  - Equipment is in good working condition and equipment maintenance needs are met.
  - Equipment is used by a responsible person who has been made aware of his/her respective responsibilities for property, and is property trained in its use and in any pertinent safety issues.

- Equipment is accessible at all times for audit purposes.
- Missing or stolen property is reported to the Department Head and the AURA Property Officer within 24 hours of discovery.
- The AURA Property Officer is informed prior to any site/building/room location changes of any assigned equipment, and of changes in custodian or end user.
- The AURA Property Officer is consulted prior to removal of equipment (to Surplus, cannibalization, etc.).
- The AURA Property Officer provides advance approval of the use of AURA property at another location or by a sub-contractor.