

## PROPERTY LIABILITY ACKNOWLEDGEMENT

I understand and acknowledge that as an employee of Stephen F. Austin State University I will from time to time be entrusted with state property, and may be held financially liable for lost, damaged or stolen property as outlined in Texas Government Code 403.275. I further understand and acknowledge that I will be held financially liable for any property determined to be missing or stolen due to my negligence. I also understand that state property shall be used for state purposes only.

A person is financially liable for any property loss sustained by the state if:

- (1) agency property disappears, as a result of the failure of the head of an agency, property manager, or agency employee entrusted with the property to exercise reasonable care for its safekeeping;
- (2) agency property deteriorates as a result of the failure of the head of an agency, property manager, or agency employees entrusted with the property to exercise reasonable care to maintain and service the property; or
- (3) agency property is damaged or destroyed as a result of an intentional wrongful act or of a negligent act of any state official or employee.

If the property manager has reasonable cause to believe that any property in the agency's possession has been stolen, lost, destroyed, or damaged through the negligence of any state official or employee, the property manager shall report the loss, destruction, or damage to audit services, the vice president for the division, the vice president for finance and administration, the director of procurement, the equipment manager and the property custodian. All computer losses, missing or stolen, regardless of negligence, will be reported to the director of ITS.

If an investigation by the property office reveals that a property loss has been sustained through the negligence of a state official or employee, the University shall notify the official or employee to replace the property or reimburse the determined value of the property.

If the employee refuses or disregards the determination and request for replacement or reimbursement, the university may pursue action against the employee through the Office of the Attorney General or employ other efforts to obtain reimbursement.

By signature hereon, I acknowledge that I have read and understand this form, \*Government Code, Chapter 403, Subchapter L, Sections 403.271-403.278 and the \*\*University's Property Liability Policy 16.22.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Campus ID

\*A copy of the Government Code may be requested from the Director of Purchasing or the Property Manager.

\*\*The Property Liability Policy 16.22 is available on the University's web-site at

<http://www.sfasu.edu/purchasing/118.asp>