

## 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 head of the state agency or property manager has reasonable cause to believe that any property in the agency's possession has been lost, destroyed, or damaged through the negligence of any state official or employee, the head of the agency or property manager shall report the loss, destruction, or damage to the comptroller and the attorney general not later than the date established by the comptroller. If the head of the state agency or property manager has reasonable cause to believe that any property in the agency's possession has been stolen, the head of the agency or property manager shall report the theft to the comptroller, the attorney general, and the appropriate law enforcement agency not later than the date established by the comptroller.

If an investigation by the attorney general reveals that a property loss has been sustained through the negligence of a state official or employee, the attorney general shall make written demand on the official or employee for reimbursement of the loss.

If the demand made by the attorney general is refused or disregarded, the attorney general may take legal action to recover the value of the property as the attorney general deems necessary.

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.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Social Security Number

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

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

[http://www.sfasu.edu/upp/pap/FACILITIES\\_MANAGEMENT/property\\_liability.html](http://www.sfasu.edu/upp/pap/FACILITIES_MANAGEMENT/property_liability.html)