

October 26, 2016

Department Property Administrators,

Earlier this year, the Capital Equipment process improvement team within the Financial Internal Controls Initiative began implementing an Asset Management software component to assist in managing and reporting capital equipment assets throughout campus.

You have been identified as the Department Property Administrator (DPA) for your department(s), and your role as a DPA will become an integral part of the new process.

We invite you to join us for one of the various DPA Training sessions scheduled in November. Please let your supervisor know that you will be attending and that they are welcome to attend as well. Session details and registration are available at the following links:

[November 9, 2016 at Union South - 9:00 - 11:00 a.m.](#)

[November 10, 2016 at Union South - 11:30 a.m. - 1:30 p.m.](#)

[November 16, 2016 at Health Sciences Learning Center - 2:00 - 4:00 p.m.](#)

The Capital Equipment team has finalized much of the implementation plan that will assist you in your role as a DPA, including:

- Defined DPA duties, comprehensive training and certification
- Documented, easily accessible policies and procedures
- Access to asset management database: read, write and reporting capabilities
- Systems for tagging, tracking, inventory and disposition processes

A number of documents, including the new policy, DPA Agreement and DPA Roles and Responsibilities, are linked for your review. We will discuss all the documents at the training session and provide an opportunity for you to ask questions.

As a DPA, you are closest to the asset life-cycle activities and the personnel involved with capital equipment in your division, so this role is pivotal in providing accurate information and local compliance to Capital Equipment policy and procedures. We can assure you that the Executive Sponsors (Chancellor, Provost, and Vice Chancellor for Finance and Administration) of the Financial Internal Controls Initiative support a strengthened, broadened and empowered role for DPAs across campus. We are also garnering support from supervisors and department/division leadership to ensure support for the DPA role.

The Property Control staff looks forward to meeting you at the training sessions and to working with you as we strive to attain excellence in financial stewardship.

Regards,

The Property Control Staff

Amy Wilson, Director, Asset Management

Amy Rognsvoog, Capital Equipment and Property Control Supervisor

Matt Griffith, Senior Auditor

Division of Business Services

Documents: [DPA Designation Procedure Draft](#)
[DPA Roles and Responsibilities](#)
[DPA Agreement](#)
[Capital Equipment Policy Draft](#)