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**Office of Accounting – Property Division**

**Property Contact Agreement Form**

The Bureau Director or above for each office should designate a Property Contact. Both the Bureau Director or above and the Property Contact will complete the Property Contact Agreement form to acknowledge acceptance of the fixed asset responsibilities.

In accordance with [Section 14.0, Fixed Assets and Facility Usage](http://www.mde.k12.ms.us/docs/human-resources-library/14-0-fixed-assets-and-facility-usage-2011-kr-draft-2-0-rev850AE972E82F.pdf?sfvrsn=2), of the MDE Policies and Procedures Manual, the Property Contact is responsible for the following duties:

* Maintaining a complete and accurate listing of the office’s property items and their location;
* Maintaining adequate fixed assets files;
* Assisting the Property Officer in preparing the required paperwork when inventory items are assigned, moved, checked out, or in need of disposal;
* Assisting the Property Officer with tagging new equipment, ensuring that worn tags are replaced, and placing new tags on items when they have fallen off;
* Conducting periodic self-audits of the office’s fixed assets as scheduled by the Property Officer. Submitting the results of the self-audit to the Property Officer by the designated deadline for review and approval and following up on any revisions requested to ensure the inventory reports are accurate;
* Ensuring all fixed assets are accounted for upon notification of an employee’s transfer to another office or termination of employment and notifying the Property Officer to make the appropriate changes in the assignment of fixed asset inventory.
* Notifying the Property Officer in writing of the following:
	+ - When large items are ordered (desks, chairs, bookcases, file cabinets, etc.) that would require removal of old items before positioning new ones;
		- When equipment needs to be moved, transferred, traded, salvaged or sold the Property Contact should complete the Furniture/Equipment Disposition Request, ensure it is signed by the appropriate persons, and submit it to the Property Officer;
		- When equipment has become obsolete, worn out, not salable and/or of no value; and
		- When equipment is discovered missing, a [Property Affidavit](http://www.mde.k12.ms.us/docs/business-services-files/theftloss.doc?sfvrsn=0) form must be completed and submitted to the Property Officer.

I designate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee name) to serve as the Property Contact for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (office name).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bureau Director or Above Signature Date

I acknowledge that I have been designated by the Bureau Director or above to serve as the Property Contact for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (office name) and I agree to abide by the Property Contact responsibilities denoted on this form and prescribed in Section 14.0 of the MDE Employee Policies and Procedures Manual.

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Property Contact Signature Date