

University of Wisconsin-Madison

Department Property Administrator (DPA) Roles and Responsibilities

1. **Designation, Training, and Certification:** Every Campus Unit must designate a Department Property Administrator (DPA). Large units with a high volume of capital equipment assets may wish to designate more than one DPA. Property Control will formalize this designation through a written agreement with the DPA. Personnel designated as DPAs must undergo initial and periodic refresher training and certification, administered by Property Control.
2. **Tagging:** All capital assets must be tagged with asset ID tags and their inventory records completed in the central asset management system upon the asset's arrival on campus, or in the case of a fabrication, when put into service.
3. **Tracking:** The DPA is responsible for entering new capital asset information including the asset tag number into the central asset management system. The DPA is also responsible for notifying Property Control of capital asset location changes (assets moving to a different room or building), cost center updates, trade-ins, transfers in, transfers out, gifts, disposal, and any other status change. The DPA will have responsibility for updating the central asset management system except for activity status and financial value.
4. **Overseeing Disposition Process:** Surplus requests must be approved by the DPA, who will ensure that Property Control and any other appropriate units are notified. DPAs will also physically check piles waiting for SWAP pick-up. State licensed vehicles are an exception to this disposition process.
5. **Capital Asset Inventories:** At Property Control's initiation, the DPA is responsible for conducting periodic inventories as defined by Capital Equipment Policy for his/her department(s). DPA will provide the oversight of students, etc. if engaged for taking inventory. The DPA or his/her designee scans all Department asset tags and reconciles with Campus Property Control Records. DPA obtains the Chair's/Director's and Division's Chief Financial Officer's signature approval as required (inventory, transfers, unaccountable losses, etc.).
6. **Regulatory Audits:** The DPA assists Property Control as needed for any regulatory or other external audits.
7. **Local Awareness Activities:** DPAs will train/orient new employees or anyone taking on new responsibilities within the given unit (department) related to capital equipment usage, procurement, disposition and/or related facilities.