University of Wisconsin-Madison

Department Property Administrator (DPA)
Acceptance Agreement

DPA Name**:**	Effective Date:
Division: Department(s) Assigned:	

I agree to accept the role and responsibilities of the Department Property Administrator as outlined in the following description for the unit identified above. I understand the DPA serves a pivotal local role in tracking designated capital equipment items over their entire life-cycle in the custody of UW-Madison, and agree to facilitate my assigned department(s)' compliance with UW-Madison's capital equipment policy and procedures.

DPA Roles and Responsibilities

1. Designation, Training, and Certification. Every Division must designate a Department Property Administrator (DPA). Accounting Services Property Control within the Division of Business Services 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 (unless item meets "untaggable" asset criteria) 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 completing the records of new capital equipment asset records. This includes information such as asset tag number applied, manufacturer's serial number, building/room location, etc. The DPA is also responsible for notifying Property Control of capital equipment asset location changes (assets moving to a different room or building), fabricated asset's completion/put into service, change of custody to another UW-Madison department, trade-ins, transfers in, transfers out, gifts, disposal, and any other status change request.

4. Overseeing Disposition process. Capital Equipment Asset Surplus Requests must be approved by the DPA, who will ensure that Property Control and any other appropriate unit is notified. DPAs will also physically check piles waiting for SWAP pick-up. Disposition of state licensed vehicles are an exception to this DPA oversight responsibility.

5. Capital Equipment Asset Inventories. At Property Control's initiation, the DPA is responsible for conducting periodic capital asset inventories 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 on the inventory report and any required reconciliation documentation.

6. Regulatory audits. The DPA assists Property Control as needed for any regulatory or other external agency physical audits.

7. Local awareness activities.   DPAs will train/orient and make new staff and faculty aware of property control policy and processes.

If I change departments or terminate my employment with UW-Madison, I understand it is my responsibility or that of my unit to immediately notify the UW-Madison Property Control Office.

Designated DPA		
Printed Name:	Signature:	Date:

University of Wisconsin-Madison

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RESPONSIBILITIES

As the Division's chief financial officer (or designee), I agree to:

1. Support the DPA in execution of property administration responsibilities for our division.
2. Secure the cooperation of other department personnel in locating property during physical inventories and executing overall property control procedures.
3. Ensure adequate time is allocated for the designated DPA to execute their property administration role, as well as time to take any required training for executing DPA responsibilities and duties.
4. Coordinate the designation of all DPAs for our division and to provide support and oversight for compliance to UW-Madison's capital equipment policy and procedures.
5. Ensure that the position descriptions of individuals designated as DPAs are updated to reflect the DPA responsibilities.
6. Promptly identify to UW-Madison Property Control a replacement DPA as needed.
7. Sign off on physical inventory reports and any reconciliation documentation.

Division Chief Financial Officer (or Designee)	
Division Name:	Division Number:
Printed Name:	
Signature:	Date:

The UW-Madison Property Control Office agrees to:

1. Maintain an email distribution list containing the names of all DPAs which will be used to inform them of all policy, process or procedure changes, with copies to divisional business representatives.
2. Handle in a timely manner the training, certification and application authorization of DPAs. Changes to policy and procedures will be immediately incorporated in training.
3. Maintain electronic accounting records and audit reports to provide accurate information on capital equipment property.
4. Secure appropriate DPA access and training on the capital equipment asset management system, as well as provide the DPA with comprehensive training to successfully perform their duties.
5. Randomly audit DPA's physical inventory reports/submissions.

The Property Control Office reserves the right to terminate this agreement if the DPA or Division fails to follow campus capital equipment policy or procedures.

UW-Madison Property Control Office		
Printed Name:	Signature:	Date: