**The University of arizona --- division of agriculture, life AND veterinary sciences, and cooperative extension (ALVSCE)**

Property Custodian Authorization, FEPP Program

The Federal Excess Personal Property (FEPP) Program is a unique opportunity available to ALVSCE research and Cooperative Extension programs, authorized under Public Law 97-98. ALVSCE has saved millions of dollars through this program. The Program provides excess property, usually for free, for mission-oriented use, including vehicles, lab equipment and supplies, farm equipment, building materials, and even buildings. Units requesting property agree to pay the costs of transportation, renovation, repair, maintenance, and other associated costs.

In exchange for the benefits we receive with this Program, the Division accepts specific responsibilities for the ethical use and stewardship of the property while it is under our care. *Responsibilities that are enforceable by Federal law, fines, and/or imprisonment.*

By signing below to become an FEPP Property Custodian for your unit, you agree to the following:

That you will abide by the rules and requirements of the FEPP Program as defined in the most recent version of the USDA “Tractor Book,” <https://www.afm.ars.usda.gov/property/>. The link is also displayed on the ALVSCE Business Services website and the Accountable Property Officer (APO) in ALVSCE is available to assist you. <https://cals.arizona.edu/cbs/sites/cals.arizona.edu.cbs/files/FEPP%20Tractor%20Book-2017.pdf>

* That you will ethically and responsibly provide oversight for the property under your care, ensuring the use of the property is for research or Extension activities in the College.
* Use of property should never be for personal reasons or benefit. If you suspect property is not being appropriately used, you are required to immediately report the suspected misuse to the APO. Anonymous concerns can also be reported to the UA Ethics and Compliance Hotline at (866) 364-1908.
* Diligently coordinate all acquisitions, transfers, cannibalizations, and dispositions with the APO to support compliance and an accurate and current inventory.
* That you will treat all responsibilities conveyed to you as Property Custodian seriously and professionally.

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| --- | --- |
| Custodian Name (printed) |   |
| Net ID |  |
| Location |  |
| UA Phone/Email |  |
| Custodian’s Signature |  |
| Date |  |

By signing below as the unit head, you are endorsing the request to appoint this employee as the Property Custodian for your unit, and agreeing to support your Custodian in his/her programmatic duties and responsibilities as they relate to the FEPP Program.

|  |  |
| --- | --- |
| Unit Head’s Signature |  |
| Date |  |

Please send a copy to the **Accountable Property Officer Randy Livingston at** **randyl@email.arizona.edu** **This can be a printed copy or a pdf attachment to an email.** Updated 04/27/2023