



Assigning an Organization Property Administrator – Please Respond by Friday, April 26

The University’s Asset Management office is working to define policies and procedures for all University organizations (i.e. all divisions, departments and individuals) that manage the acquisition, use and/or disposal of any type of capital equipment.

As part of these efforts, we are requesting all divisions and/or departments to formally identify an Organization Property Administrator (OPA) for their area.

Designation of this role is determined by the area’s senior financial officer or business manager, who may either choose to assume the role or delegate it to other staff. More information about the OPA’s scope of duties is shown below, at the end of this email.

Our records show you are currently listed as the primary contact for the organization(s) listed below:

Organization #	Organization Name	Contact

If you would like to assign a different staff member to be the OPA for any of these orgs, please email the new OPA’s contact information by Friday, April 26 to property@uwyo.edu:

Organization Property Administrator

- Name:
- Title:
- Organization number/name assigned:
- Email:
- Phone:

After receiving the OPA's contact information from you, Asset Management will contact the assigned Organization Property Administrator to formalize the designation, and will provide information about a mandatory training session to be held throughout May 2019.

If we do not receive a response by April 26, Asset Management will assume the OPA role is designated to you until otherwise notified.

Should you have any questions, please email us at: property@uwyo.edu

Thank you for your work in managing and safeguarding the University's equipment assets. Your efforts and response are greatly appreciated.

Asset Management

Contact Information

Asset Management Office
Room 101, Old Main
Phone: (307) 766-2302
Fax: (307) 766-6762
property@uwyo.edu
www.uwyo.edu/administration/financial-affairs/asset-management/

Financial Affairs
Room 202H, Old Main
Phone: (307) 766-5766
Fax: (307) 766-3436
financialaffairs@uwyo.edu
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ORGANIZATION PROPERTY ADMINISTRATOR (OPA)

Designation - Every campus division or department must designate at least one Organization Property Administrator (OPA). The Asset Management office will formalize this designation through an agreement with the OPA and the unit's senior financial officer or business manager.

Responsibilities and Training - The OPA must manage capital and non-capital equipment for his/her individual unit(s) in accordance with policy for the equipment's entire lifecycle, from arrival on campus through final disposition. Personnel designated as OPAs must undergo training developed and provided by the Asset Management team within 30 days of designation.

Local Awareness Activities - OPAs will train/orient employees or anyone taking on responsibilities within the given area related to capital equipment policies, usage, procurement,

disposition and/or related activities. Training may also be provided/supplemented by the Asset Management office, Office of Sponsored Programs, Procurement and/or Payment Services.