

The WAM document entitled AEO/Auth Signors has been implemented to replace the old paper form entitled Accountable Equipment Officer (AEO) and Authorized Signors. This form was used to designate the organizational contact for equipment inventories and also to identify other personnel authorized to transfer or dispose of the organization's equipment. This includes transfers from and to the Surplus Warehouse. Only personnel designated on the form can sign Equipment Disposition Forms (EDFs) on behalf of an organization.

The WAM document allows organizations to electronically designate the Accountable Equipment Officer (AEO) and Authorized Signors for each org. When this was initially implemented the AEO was assigned as the Workflow Officer and populated at Level 1. Any other approvers were populated at Level 2. It is the responsibility of the Workflow Officer to designate someone else as the AEO, if they so choose, and to add or remove other approvers.

Approval levels for the AEO/Auth Signors document:

Level 1-AEOs

Level 1 is reserved exclusively for the AEO. There is only one AEO for each org. AEOs have the ability to approve all dispositions in regards to equipment affiliated with their organization including signing Inventory Reports and receiving equipment donated to or transferred in from non-UAB sources. AEOs are also considered Authorized Signors.

Level 2-Authorized Signors

Level 2 will be for Authorized Signors. Authorized Signors have the ability to approve all dispositions in regards to equipment affiliated with their organization with two exceptions that are reserved solely for the Accountable Equipment Officer (AEO). These exceptions are 1) signing Inventory Reports, and 2) receiving equipment donated to or transferred in from non-UAB sources. For Release of Ownership requests, in addition to the signature of an Authorized Signor, the signature of the applicable department head and the applicable dean is also required (either on the EDF itself or on a cover memo attached to it) indicating their concurrence with the request.

It is not programmatically possible to limit the number of approval levels or the number of authorized signors at each level in this document. Therefore, if there is more than one person designated as a Level 1 approver, the first listed Level 1 approver will be recognized as the AEO. Any other Level 1 approver will be considered an Authorized Signor. Anyone listed at Level 3 or higher will be considered an Authorized Signor.

IF MORE THAN ONE PERSON IS ADDED ON LEVEL 1 THE NAMES WILL BE ALPHABETIZED AND THE FIRST NAME LISTED WILL BE THE AEO. LEVEL 2s HAVE THE SAME APPROVAL ABILITY, BUT WITH 2 EXCEPTIONS (SEE ABOVE).

Equipment Disposition Forms (EDFs) should only be signed by department personnel designated on the AEO/Auth Signors WAM form. Please **contact Kevin Kent** at 975-0508 for questions concerning this document type.