

The WAM document type entitled AEO/Auth Signors is used to designate the organizational contact for equipment inventories and 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. It is the responsibility of the **Workflow Officer** to designate someone else as the AEO, if they choose, and to add or remove other approvers.

Approval levels for the AEO/Auth Signors document:

Level 1 - AEO

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

Level 2 - Authorized Signors

Level 2 is for Authorized Signors. Authorized Signors have the ability to approve all dispositions regarding 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.

The program does not allow a limit to the number of approval levels or the number of authorized signors at each level in this document. ***Therefore, if more than one person is designated as a Level 1 approver, the names will be alphabetized and the first name listed will be the AEO. Level 2s have the same approval ability, but with the two (2) exceptions mentioned 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.