University of Houston-Downtown

Property Management

Change of Property Custodian

This form is to be completed and retur (970-S).	ned to Property Manag	gement upon chan	ge of property custodian	
Department Name:		Dept. #:		
The designated departmental property	custodian (PC) for Fis	cal Year	has been changed,	
From:				
	(Typed Name of fo	rmer PC)		
To:				
To do a sur sur de l'ann	(Typed Name of n	ew PC)		
To the new custodian: Following is a summary of the respons this form, you are indicating that you t read carefully.				
As property custodian, I am aware of runiversity property, and should ensure		ne proper manager	nent and control of	
* Capital equipment received (by mean Property is used for university purpo Property is not loaned, traded, discar Management, * Property is not defaced or damaged in Property is not returned to a vendor and Property is not returned to a vendor and Property is not returned to a vendor and Property is used for its intended purpose Property within the department is tagent Assignment of responsibility for university by policy. (All items located off-conton the off-campus authorization for An inventory of the departmental capit we hereby certify the information conton Property is used for the departmental capit.	in any way, as a trade-in without aped in to Property Mana urpose by properly trait gged and listed in the I versity property to ano campus should be assignment property.	oproval of Propert agement for disposenced personnel, and Departmental Investher individual is gned to the individual	y Management, sal, d ntory of Physical Property. documented as prescribed lual requesting assignment	
Signature of new property custodian_				
Signature of old property custodian				
I understand that I may be held financi if the loss or damage results from negl safeguarding, maintaining, or servicing	igence, intentional act			
(Employee ID of PC)	(Phone ext.)	(Sign	ature of PC)	
(Signature of Property Manager)	(Date)	(Signature of Department Head if not PC)		

(The property custodian is the department head unless designated otherwise)