

Designation of Property Custodian

This form is to be completed and returned to Property Management (970-S).

Department Name: _____ Dept. #: _____

The designated departmental property custodian (PC) for Fiscal Year _____ shall be:

(Typed name of PC)

Following is a summary of the responsibilities of property custodians as shown in PS 07.A.01. By signing this form, you are indicating that you understand and are agreeing to assume these responsibilities. Please read carefully.

As property custodian, I am aware of my responsibility for the proper management and control of university property, and should ensure that:

- * Capital equipment received (by means other than purchase) is reported to Property Management,
- * Property is used for university purposes only,
- * Property is not loaned, traded, discarded, moved or cannibalized without approval of Property Management,
- * Property is not defaced or damaged in any way,
- * Property is not returned to a vendor as a trade-in without approval of Property Management,
- * Obsolete and excess property is turned in to Property Management for disposal,
- * Equipment is used for its intended purpose by properly trained personnel, and
- * Property within the department is tagged and listed in the Departmental Inventory of Physical Property.
- * Assignment of responsibility for university property to another individual is documented as prescribed by policy. (All items located off-campus should be assigned to the individual requesting assignment on the off-campus authorization form PRP-2.)

I understand that I may be held financially liable for loss or damage to university property under my control if the loss or damage results from negligence, intentional act, or failure to exercise reasonable care in safeguarding, maintaining, or servicing that property.

(Employee ID of PC)

(phone ext.)

(Signature of PC)

(Signature of Department Head if not PC)

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