

Property Management Role Designation

University policy [OP-D-2-F B](#) requires each Department to designate individuals for the Property Manager, Property Custodian and Inventory Taker roles. In general, in order to maintain adequate internal controls, these roles should be assigned to different individuals.

Only complete items that have changed. If the same change is being made on multiple departments, only one form is needed. For multiple departments, list a range of departments or list them out separately if they are not in sequence. If additional space is needed to list all departments, please include an attachment.

Department ID(s):

Departmental Contact

Name: Phone: Email:

Role Designation

Property Manager

EmplID	<input type="text"/>	Name	<input type="text"/>	Phone	<input type="text"/>	Email	<input type="text"/>
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Property Custodian

EmplID	<input type="text"/>	Name	<input type="text"/>	Phone	<input type="text"/>	Email	<input type="text"/>
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Inventory Taker

EmplID	<input type="text"/>	Name	<input type="text"/>	Phone	<input type="text"/>	Email	<input type="text"/>
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Dean/Director/Department Head Approval

<input type="text"/>	<input type="text"/>	<input type="text"/>
NAME	SIGNATURE	DATE