

# Designation of Departmental Property Custodian

This form is to be completed at the beginning of each fiscal year and when a new property custodian is named during a fiscal year. Submit to Property Management.

UNIVERSITY of  
**HOUSTON**



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**Department Name:** \_\_\_\_\_ **Dept. ID:** \_\_\_\_\_

**The Designated Department Property Custodian for Fiscal Year** \_\_\_\_\_ **will be:**

**Department Property Custodian Name:** \_\_\_\_\_ **Employee ID:** \_\_\_\_\_

As Departmental Property Custodian, I understand my responsibilities stated below for the proper management and control of university property, and should ensure that:

- Department is in compliance with the inventory control procedures as shown in the Property management guidelines.
- Capital and controlled equipment/s received (by means other than purchase) is reported to Property Management in a timely manner;
- Property is not loaned, traded, discarded, moved or cannibalized without prior 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; Appropriate documentation on obsolete and excess property (capital and/or controlled only) is submitted to Property Management for approval and disposal;
- Equipment is used for its intended purpose by properly trained personnel, and
- Ensure property within the department is tagged and listed in the Departmental Inventory of Physical Property;
- All items located off-campus is documented in the Off-campus authorization form.

I understand that, in accordance with State of Texas Property Management policy, I may be held financially liable for loss or damage to state property under my control if the loss or damage results from my negligence, intentional act, or failure to exercise reasonable care in safeguarding, maintaining, or servicing that property. (Texas Government Code 403.275)

**Acknowledged By:**

**Department Property Custodian:** \_\_\_\_\_

**Approved By:**

**College/Division Administrator:** \_\_\_\_\_

**Department Chair/Unit Head:** \_\_\_\_\_

**Received by Property Management:** \_\_\_\_\_