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**Stephen F. Austin State University**

 **PROPERTY CUSTODIAN TERMINATION OR TRANSFER**

**CERTIFICATION OF PROPERTY INVENTORY**

(Reference University Policy 17.14)

**This form must be completed within 30 days when:**

* A Property Custodian is terminated or transferred to another department
* Property is being transferred from one Property Custodian to another
* A new Property Custodian is assigned to property previously assigned to the Equipment Manager

A current property list may be provided by the Property Manager ( # 4618)

or printed from Webfocus Reports.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Department** | **Org #** | **Box #** | **Phone #** | **Date of Inventory** | **Inventory Conducted By** |
|  |  |  |  |  |  |

If a new Property Custodian is not assigned, the Equipment Manager (Dept Head)

will be listed on property records as the Property Custodian. Complete a new form upon assignment of a new Property Custodian.

|  |  |  |  |
| --- | --- | --- | --- |
| **DEPARTING** **Property Custodian** | **Campus** **ID #** | **NEW****Property Custodian** | **Campus** **ID #** |
|  |  |  |  |

In accordance with Texas Government Code 403.275 I understand that I am liable for SFA property assigned to me. See Property Liability Policy 16.22**.**

**SIGNATURE DEPARTING Property Custodian (if applicable/available)**

**SIGNATURE New Property Custodian (if applicable/available)**

**SIGNATURE Equipment Manager /Designee Printed Name Campus ID #**

(Department Head)

**Mail this certification and a copy of the property list** to the Property Office at Box 13030, or scan and email to Property@sfasu.edu.

Note any room changes or discrepancies on the property list.