



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. Please utilize the space below to assign the new property custodian.

Property ID#	Property Description	Departing Property Custodian	Departing Property Custodian Campus ID#	New Property Custodian	New Property Custodian Campus ID#	Notes (i.e. indicate if asset location changed)

Please attach additional list if needed.

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.

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)

Scan and email this certification and any supporting documentation to the Property@sfasu.edu.