University of Houston **Property Management**

PRP-6A DESIGNATION OF PROPERTY CUSTODIAN

THIS FORM TO BE COMPLETED AND RETURNED TO PROPERTY MANAGEMENT AT THE BEGINNING OF EACH FISCAL YEAR. (PRP/MGT 0905, 713-743-8758)

FROM DEPARTMENT/UNIT:_____

The Designated Departmental Property Custodian for Fiscal Year _____ will be:

_____

(type name of Property Custodian)

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 on forms PRP- 1A,
- 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.)

I understand that, in accordance with State of Texas property management policy, I may be held financially liable for loss or damage to university 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.

_____ _____

Property Custodian Employee ID Signature of Property Custodian Date

_____ _____

Mail Code of Property Custodian Signature of Division/College Business Administrator Date

(The Property Custodian will default to the Division/College Business Administrator unless designated otherwise)