

NOTICE OF CHANGE IN DEPARTMENT INFORMATION AND/OR AUTHORITY

SECTION A: CHANGE OF DEPARTMENT NAME *(Complete after an authorized name change or upon request.)*

This section should be completed with the information as it should now appear after an approved change.

1. New Department Name: _____

3. Orgn Number: _____

2. New Sub-Department Name: _____

SECTION B: CHANGE OF DEPARTMENT HEAD/PROPERTY CUSTODIAN *(Complete immediately after change or upon request.)*

New Department Head/Property Custodian

a. Name: _____

b. Sam ID: _____

b. Title: _____

c. Phone: _____

d. Email: _____

I hereby acknowledge responsibility for activity on property belonging to this department. In addition, I accept designation as **Accountable Property Custodian** and assume accountability for the assets belonging to this department. I understand I am under financial liability for loss or damage to the property in this department if the loss or damage results from my negligence, intentional act, or failure to exercise reasonable care to safeguard, or maintain responsibility. I hereby relieve the former Department Head,

_____ ,

of all accountability and responsibility I have assumed.

Signature of Incoming Department Head:

Date:

X _____

VP Authorization:

Date:

X _____

PLEASE RETURN COMPLETED FORM TO THE PROPERTY OFFICE.