



PROPERTY CUSTODIAN ASSIGNMENT AND RESPONSIBILITY

Form Preparer's Name	Phone	Date
Department's Name		
Location Code	Dept Inv Rep's Name	Dept Head's Name

Property Custodian Acknowledgement

I, _____; J# _____, acknowledge that I have received the following equipment for use in my work area.

- I understand that it is my complete responsibility to keep equipment in a safe place within the work area. I also understand that under no circumstances am I to remove the equipment from the work area without first completing and signing the Hand Receipt Form and submitting it to the appropriate person.
- I am aware that if the equipment is broken, stolen or damaged; it is my responsibility to immediately report to my supervisor. I also understand that I may be charged for any damages that occurred while in my possession that are a result of misuse or carelessness.
- I understand that once my employment ends, it is my responsibility to return all equipment assigned to me. Failure to do so will result in the depreciated value being withheld from my final paycheck.

List of Property/Equipment					
E Number	Item Description	Serial Number	Date Assigned	Date Returned	Inv Rep's Initial for return

Property Custodian's Printed Name	Property Custodian's Signature	Date
Dept Rep's Printed Name	Dept Rep's Signature	Date

INSTRUCTIONS

PROPERTY/EQUIPMENT ASSIGNMENT AND RESPONSIBILITY FORM

1. **Preparer Information** – Enter the name and phone number of the person completing the form; enter the date form was prepared.
2. **Department Name** – Enter your complete department's name.
3. **Location Code** – Enter the five-digit department location code (ex. 12345)
4. **Department Inventory Representative** – Enter the name of the person in your department designated by the Department Head as the Property Inventory Representative.
5. **Department Head Name** – Enter the name of the Department Head.
6. The Property Custodian should enter his/her name and J# in the acknowledgement section.
7. **E-Number** – Enter the E-number assigned to the property/equipment.
8. **Item Description** – Enter the description of the property/equipment.
9. **Serial Number** – Enter the serial number of the property/equipment.
10. **Date Assigned** – Enter the date the employee was assigned the property/equipment.
11. The new property custodian should sign and date forms.
12. Give a copy to the new property custodian.
13. Give the completed form to the department inventory representative so departmental files can be updated to reflect new owner.
14. The department's inventory representative should forward a copy to Property Management.
(Email propertymanagement@jsums.edu.)
15. Maintain the original in departmental files.

Upon return of the equipment:

- 1) **Date Returned** – Enter the date the property/equipment was returned.
- 2) **Inv Rep's Initial for return** – The department's inventory rep should initial.
 - a) Update the department's master inventory list and send the updated form to Property Management.
 - b) Maintain the original in departmental files.