**Property Control Department**

**Designated New Property and Accountable Officer Form**

The Department has designated those named below as a (Name of Department)

New Property and/or Accountable Officer(s) (P/AO). The P/AO signature confirm he/she read duties and responsibilities outlined on the Property Control Inventory website and will comply. **An inventory of equipment has been completed by P/AO and is acknowledged by the signature(s) below. Prior to assigning the P/AO duties to another employee, an inventory will be completed and transferred to the new P/AO**. A revised Designated Property and Accountable Officer Form will be submitted with the updated inventory.

**New Property Officer Name:**

**Name: Date: Ext:**

**Signature: Email:**

**New Accountable Officer Name:**

**Name:**

**Date:**

**Ext:**

**Signature: Email:**

**Old Property Officer Name:**

**Name: Physical Inventory** **Date:**

**Ext:**

**Signature: Email:**

**Old Accountable Officer Name:**

**Name: Date: Ext:**

**Signature: Email:**

**Department Chair/Vice-President/Director:**

**Name: (Please Print)**

**Department: Position:**

**Signature: Date:**

**Recorded by Property Control:**

**Name: Date:**

**PPOC08 (05/23)**