

**PROPERTY CUSTODIAN CERTIFICATION**

PC NUMBER: \_\_\_\_\_ OFFICE NAME: \_\_\_\_\_

NAME: \_\_\_\_\_ BLDG: \_\_\_\_\_ STATION: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ TITLE: \_\_\_\_\_ MAIL CODE: \_\_\_\_\_

THIS CERTIFIES THAT I, THE UNDERSIGNED, ACCEPT ACCOUNTABILITY AND RESPONSIBILITY FOR ALL ACCOUNTABLE PERSONAL PROPERTY, AS PRESCRIBED IN THE DEPARTMENT OF COMMERCE PERSONAL PROPERTY HANDBOOK, WITHIN MY DESIGNATED AREA OF PERSONAL PROPERTY ACCOUNTABILITY/CUSTODIAL ORGANIZATION.

I FURTHER UNDERSTAND THAT ANNUAL PHYSICAL INVENTORIES WILL BE CONDUCTED WITHIN MY AREA OF ACCOUNTABILITY AND RECONCILED WITH PERSONAL PROPERTY RECORDS.

ALL ASSETS ASSIGNED WITHIN MY CUSTODIAL AREA WILL HAVE CURRENT USERS ASSIGNED AND THAT THOSE ASSETS WHERE A CURRENT USER IS NOT OR CANNOT BE IDENTIFIED, WILL HAVE MY NAME AS THE CURRENT USER IN THE PERSONAL PROPERTY SYSTEM.

APPOINTMENT AUTHORITY: \_\_\_\_\_  
PROPERTY ACCOUNTABILITY OFFICER (PAO)  
SIGNATURE \_\_\_\_\_  
DATE: \_\_\_\_\_

I OFFICIALLY ACCEPT THIS RESPONSIBILITY UNTIL FORMALLY RELIEVED.

PROPERTY CUSTODIAN SIGNATURE \_\_\_\_\_  
DATE: \_\_\_\_\_