

CONTRACTOR PROPERTY CONTACT APPROVAL LETTER

CUSTODIAL AREA: _____ OFFICE NAME: _____

NAME: _____ BLDG.: _____ STATION: _____

PHONE NUMBER: _____ TITLE: _____ MAIL CODE: _____

CONTRACTING OFFICER REPRESENTATIVE:	<input type="checkbox"/> AGREE	<input type="checkbox"/> DISAGREE
(PRINT FIRST & LAST NAME)	(SIGNATURE)	(DATE)

PROPERTY CUSTODIAN:	<input type="checkbox"/> AGREE	<input type="checkbox"/> DISAGREE
(PRINT FIRST & LAST NAME)	(SIGNATURE)	(DATE)

PROPERTY ACCOUNTABILITY OFFICER:	<input type="checkbox"/> AGREE	<input type="checkbox"/> DISAGREE
(PRINT FIRST & LAST NAME)	(SIGNATURE)	(DATE)

PROPERTY MANAGER:	<input type="checkbox"/> AGREE	<input type="checkbox"/> DISAGREE
(PRINT FIRST & LAST NAME)	(SIGNATURE)	(DATE)

PROPERTY CONTACT:		
<p>I ACCEPT THE ROLE OF PROPERTY CONTACT WITHIN THE PERSONAL PROPERTY MANAGEMENT SYSTEM TO SUPPORT AND ASSIST THE PROPERTY CUSTODIAN IN PROPERTY MANAGEMENT ACTIVITIES. MY ROLE AS A PROPERTY CONTACT SHALL NOT RELIEVE THE PROPERTY CUSTODIAN OF ANY PROPERTY MANAGEMENT RESPONSIBILITIES.</p> <p>AS A PROPERTY CONTACT, THE LEVEL OF MY SUPPORT AND PROPERTY RELATED FUNCTIONS SHALL BE DETAILED IN THE STATEMENT OF WORK. MY LEVEL OF SUPPORT SHALL NOT EXCEED THE SCOPE OF MY CONTRACT.</p>		
(PRINT FIRST & LAST NAME)	(SIGNATURE)	(DATE)