

PROPERTY ACCOUNTABILITY OFFICER APPOINTMENT LETTER

(Revised 01/2011 - Previous versions are obsolete and will not be accepted.)

PAO NUMBER: _____ OFFICE NAME: _____

NAME: _____ BLDG.: _____ STATION: _____

PHONE NUMBER: _____ TITLE: _____ MAIL CODE: _____

PROPERTY ACCOUNTABILITY OFFICER (APPOINTEE):

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

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

I OFFICIALLY ACCEPT THIS RESPONSIBILITY UNTIL FORMALLY RELIEVED.

(PRINT FIRST & LAST NAME) (SIGNATURE) (DATE)

PROPERTY ACCOUNTABILITY OFFICER'S SUPERVISOR (APPOINTMENT AUTHORITY):

I AFFIRM THAT CRITICAL ELEMENT HAS BEEN PREPARED AND ADDED TO PERFORMANCE PLAN.

(PRINT FIRST & LAST NAME) (SIGNATURE) (DATE)

PROPERTY MANAGER:

(PRINT FIRST & LAST NAME) (SIGNATURE) (DATE)

PROPERTY MANAGEMENT OFFICER:

(PRINT FIRST & LAST NAME) (SIGNATURE) (DATE)