

## **Appointment of Property Control Designee**

The appointment of a Property Control Designee is being requested in accordance with State Administrative guidelines. The prospective staff person or persons within your school or department shall exercise daily control and safekeeping of State owned property assigned to your area of responsibility. Please note that the ultimate responsibility resides with the Deans and Department Heads, not with the Property Control Designee.

Please identify Property Designee by name, department, phone extension, and area of responsibility in the spaces provided below.

**School/Department:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Designee's Name:** \_\_\_\_\_

**Area of Responsibility:** \_\_\_\_\_

**School/Department:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Designee's Name:** \_\_\_\_\_

**Area of Responsibility:** \_\_\_\_\_

**School/Department:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Designee's Name:** \_\_\_\_\_

**Area of Responsibility:** \_\_\_\_\_

**School/Department:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Designee's Name:** \_\_\_\_\_

**Area of Responsibility:** \_\_\_\_\_