

Cost Center Manager Notice of Change Form

ASSIGNMENT OF PROPERTY ACCOUNTABILITY

SECTION 1-PREVIOUS COST CENTER MANAGER:

(If assigning an Cost Center Manager without a previous on file, please skip to SECTION 2)

I hereby relinquish my responsibility as the Accountable Officer for property assigned to the Org(s) listed below.

Department Name: _____ Cost Center(s): _____ Z Number: _____

Cost Center Manager (print): _____ Date: _____

Cost Center Manager (signature): _____

SECTION 2-COST CENTER MANAGER'S ACCEPTANCE STATEMENT:

I hereby accept the responsibility in this capacity to make sure property transactions are performed according to set procedures including all property forms are completed and filed with Property Management. I accept responsibility of accountability for the property assigned to:

Department Name: _____ Cost Center(s): _____

Cost Center Manager (print): _____

Cost Center Manager (signature): _____

Campus Address: _____

Phone Number #: _____ Email Address: _____

Z Number: _____ Date: _____

SECTION 3-ADMINISTRATIVE APPROVAL FOR APPOINTMENT OF COST CENTER MANAGER:

Please change your records to reflect the changes made in assignment of responsibility of property.

Name: _____

Administrative Head (print): _____

Administrative Head (signature): _____

Title: _____

Campus Address: _____

Phone Number #: _____ Email Address: _____

Z Number: _____ Date: _____
