

DEPARTMENT PROPERTY MANAGER and/or PROPERTY CUSTODIAN UPDATE FORM

This form is used to update names of individuals responsible for the Property Manager or the Property Custodian function of a department. The Department shall maintain current, complete and accurate property records, and track the assignment of equipment within the department. Departments are ultimately responsible for all University equipment and property assigned (purchased or transferred) to that department.

PROPERTY CUSTODIAN CHANGE:
Date:
Department Name:
Previous Property Custodian:
New Property Custodian:
Property Manager Approval:

To review a current list of all Property Custodians, please visit the [Property Management Website: Custodian List](#)

PROPERTY MANAGER CHANGE:
Date:
Department Name:
Previous Property Manager:
New Property Manager:
Vice President Approval:

To review a current list of all Property Managers, please visit the [Property Management Website: Custodian List](#)

Please Email Form to Mark Harlin, Property Management Specialist, at harlin@sonoma.edu

