



**TEXAS SOUTHERN UNIVERSITY  
OFFICE OF PROPERTY MANAGEMENT  
ANNUAL DESIGNATION OF PROPERTY CUSTODIAN**

THIS FORM IS TO BE COMPLETED AND RETURNED TO THE PROPERTY MANAGER BY SEPTEMBER 30<sup>TH</sup> OF EACH FISCAL YEAR OR AS NEEDED ON AN INTERIM BASIS DURING ANY FISCAL YEAR THAT PERTINENT PERSONNEL CHANGES OCCUR.

FROM:  DATE:  ANNUAL:  UPDATE:   
 (Name of College or Division)

AREA DEAN OR VICE PRESIDENT:  SIGNATURE: \_\_\_\_\_  
 (Printed or Typed Name of Dean or VP)

CBA/DBA:  SIGNATURE: \_\_\_\_\_  
 (Printed or Typed Name of Property Custodian)

BANNER 'T' NUMBER:  MAIN PHONE #:  BLDG. & ROOM:

**ALTERNATE: (Required)**

NAME:  SIGNATURE: \_\_\_\_\_  
 (Printed or Typed Name of Alternate)

BANNER 'T' NUMBER:  MAIN PHONE #:  BLDG. & ROOM:

The following section only applies if the College or Division will be utilizing departmental level property custodians internally. The Office of Property Management will use these listings as secondary contacts only if the CBA/DBA is not available. The CBA/DBA remains ultimately responsible for the proper management of the assets in each College or Division, this responsibility cannot be delegated.

**DEPARTMENT/AREA DESIGNATION OF PROPERTY CUSTODIAN**

DEPARTMENT/AREA:  CONTACT NAME:

BANNER 'T' NUMBER:  MAIN PHONE #:  BLDG. & ROOM:

DEPARTMENT/AREA:  CONTACT NAME:

BANNER 'T' NUMBER:  MAIN PHONE #:  BLDG. & ROOM:

DEPARTMENT/AREA:  CONTACT NAME:

BANNER 'T' NUMBER:  MAIN PHONE #:  BLDG. & ROOM: