



PROPERTY CUSTODIAN/TAGS RECEIVED BY CHANGE REQUEST

This form allows you to:

- Change the Property Custodian for your department
- Change who receives property tags for your department
- Change both the Property Custodian and who receives tags for your department

See [HSC OP 63.10](#) for additional information and responsibilities.

Department Name: _____ Department Number: _____

Current Property Custodian: _____
Name

Proposed Property Custodian:

Name

R-Number

Email

Phone Number

Department Head Approval:

Name

Signature

Tags Are Currently Received By: _____
Name

Change To:

Name

R-Number

Mail Stop

Email

Property Custodian Approval:

Name

Signature

Email completed form to Property Management at PropertyManagement@ttuhsc.edu.