



# PROPERTY CUSTODIAN/TAGS RECEIVED BY CHANGE REQUEST

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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: \_\_\_\_\_

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Current Property Custodian: \_\_\_\_\_  
Name

Proposed Property Custodian:

\_\_\_\_\_  
Name

\_\_\_\_\_  
R-Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number

Department Head Approval:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

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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](mailto:PropertyManagement@ttuhsc.edu).