


Texas Comptroller of Public Accounts
State Property Accounting


NOTICE OF AGENCY HEAD AND DESIGNATION OF PROPERTY MANAGER

Name of Agency / Institution	Agency number
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AGENCY / INSTITUTION HEAD (INCOMING)

Name of Incoming Agency/Institution Head	Email address	
Title	Access ID	
Street address		
City	State	ZIP code
Phone number	FAX number	
<p>In accordance with the Texas Government Code, Chapter 403, Section 403.273, I acknowledge that I am accountable for the custody and care of the state property in the possession of this agency/institution, and I appoint the person(s) designated below as Property Manager and Alternate Property Manager. I certify to the best of my knowledge that all property belonging to or under the responsibility of this state agency has been properly accounted for as of this date.</p>		
 Agency/Institution Head or Designee		Date


PROPERTY MANAGER

Name of Property Manager	Email address	
Title	Access ID	
Phonenumber	FAXnumber	
<p>I accept designation as Property Manager and will assume the position as custodian of all property in the possession of this agency and be responsible for maintaining the records.</p>		
 Property Manager		Date

ALTERNATE PROPERTY MANAGER

Name of Alternate Property Manager	Email address	
Title	Access ID	
Phonenumber	FAXnumber	
<p>I accept designation as Alternate Property Manager and will assume the position as custodian of all property in the possession of this agency and be responsible for maintaining the records.</p>		
 Alternate Property Manager		Date

AGENCY / INSTITUTION HEAD (OUTGOING)

Name of Outgoing Agency/Institution Head	
<p>I certify to the best of my knowledge that all property belonging to or under the responsibility of this state agency has been properly accounted for as of this date and the information provided to the incoming head of the agency.</p>	
 Outgoing Agency/Institution Head	Date