

Memorandum

To:

From:

Subject: Designation of Accountable/Custodial or Receiving Officer

Under the provision of the delegation of authority provided by the undersigned by \_\_\_\_\_ for you, \_\_\_\_\_ ;  
are hereby designated as the \_\_\_\_\_ . Your area of  
assignment includes \_\_\_\_\_ ,  
as of this date and such other organizational elements, which may be assigned during  
your tenure of this designation.

You will conduct physical inventories as directed by your regional personal property manager. You will retain this designation until properly relieved in writing by proper authority. Further, you will ensure all supporting documentation for credit card receipts, vouchers, or government bills of lading receipts are forwarded to your regional personal property manager so that accountable records can be properly annotated. You are responsible for ensuring all government accountable property is safeguarded at all times.

The Personal Property Manager for the Division of Contracting and Facilities Management, will retain the original copy of this designation memorandum. We will also provide the appointee a copy.

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