

Designated Inventory Coordinator Form

The Designated Inventory Coordinator is the primary point of contact between Property Service's and the department. The Designated Inventory Coordinator is appointed by the head of the department as their representative to ensure that all assets under the departments control are tracked, located and assigned custodianship in a timely, accurate and effective manner. While there may be many asset users in a department, there should be only one Designated Inventory Coordinator per maintaining account.

This form should be completed by the head of the department. A copy of the submission will be sent to the person indicated below as the department head.

Designated Inventory Coordinator are required to attend training in order to access the EIS asset module.

Department:

Head of the Department:

Department Head Email:

Maintaining Account Number:

Designated Inventory Coordinator:

Designated Inventory Coordinator Phone:

Your eMail:

When Completed Please Submit to the Property Manager mail box
property.manager@unt.edu