

# LONGWOOD UNIVERSITY



## FIXED ASSETS DEPARTMENT

### Department Inventory Custodian Designation

Each department is responsible for designating a fixed asset inventory custodian who will be assigned to accurately maintain the fixed asset inventory for their respective area. This form will be used to either designate or change the fixed asset inventory custodian. Upon processing this request, any new fixed asset custodian will be contacted by the Fixed Asset Accountant to set up a training date.

Please complete the required fields below and submit to [andersonke@longwood.edu](mailto:andersonke@longwood.edu) or through intercampus mail. (Lancaster 213D)

Action: (Select which applies)

\_\_\_\_\_ Designate Custodian

\_\_\_\_\_ Change Custodian

Department: \_\_\_\_\_

Office Location: \_\_\_\_\_

Old Custodian: \_\_\_\_\_

New Custodian: \_\_\_\_\_

New Custodian Email: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Department Manager/Supervisor)

Date: \_\_\_\_\_

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Fixed Asset Use Only:

Action: \_\_\_\_\_

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_