

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 or through intercampus mail. (Eason 213D)

Action: (Select which applies)

Designate Custodian

Change Custodian

Department: _____

Office Location: _____

Old Custodian: _____

New Custodian: _____

New Custodian Email: _____

Signature: _____
(Department Manager/Supervisor)

Date: _____

Fixed Asset Use Only:

Action: _____

Processed by: _____

Date: _____