

CHANGE OF CUSTODIAN FORM

Assets Management

Department of Financial Services/Comptrollers

The purpose of this form is to identify and update the asset custodian for the asset(s) listed below. Assets Management will include the custodian's name on the asset record in PeopleSoft.

TRANSFER FROM:

Current Custodian Name: _____

Signature: _____

Approve: *Check One* Yes or No

Date: _____

TRANSFER TO:

New Custodian Name: _____

New Custodian Employee ID: _____

New Custodian Department: _____

Signature: _____

Approve: *Check One* Yes or No

Date: _____

Asset ID	Asset Tag Number	Description

*For additional assets, please submit a separate worksheet with signed form.

FOR ASSETS MANAGEMENT OFFICE USE ONLY:

Form Updated to PeopleSoft by:	
Date:	