

(Date)

MEMORANDUM FOR *(Property Accountability Officer Name)*
Property Accountability Officer
(Property Accountability Office Name)

FROM: *(Bureau Property Management Officer Name)*
(Bureau) Property Management Officer
(Bureau Property Management Officer Office Name)

SUBJECT: Property Accountability Officer Appointment Letter

Effective *(date)*, you are appointed as the Property Accountability Officer for the
custodial area *(custodial area name)*

Duties are outlined in the Department of Commerce Personal Property Management
Manual, October 2007 and the *(Bureau Specific Property Management Manual Name)*

If you have any questions, *(Bureau Property Management Officer Name)* at
XXX-XXX-XXXX.

cc: Individual's File
Property Management File