

Property Custodian Responsibility Statement

This statement certifies that I, the undersigned, accept responsibility for all items of accountable personal property, as prescribed in the *Department of Commerce's Personal Property Management Manual* within my designated custodial area (s). I understand that I have been designated as the individual who has the authority and responsibility for the immediate physical custody of all personal property under my custodial area (s).

I understand physical inventories will be conducted and reconciled within my area (s) of responsibility annually, at a minimum, utilizing information provided from the Department of Commerce's Property Management System.

I understand the mandatory training requirements in accordance with the *Department of Commerce Personal Property Official Certification Program Handbook* dated October 2006. Additionally, I understand there is a requirement to complete annual refresher training to maintain my certification.

I understand it is my responsibility to maintain supporting document files for all personal property located within my custodial area (s). This responsibility includes maintaining completed copies of all acquisition documents, CD-50s, CD-52s, and other related documentation relevant to maintaining effective control of property within my custodial area.

I officially accept these responsibilities and all other responsibilities outlined in the *Department's Personal Property Management Manual* until formally relieved.

Signature: _____

Printed Name: _____

Date: _____