

# PROPERTY ACCOUNTABILITY OFFICER APPOINTMENT LETTER

*(Revised 06/2015 - Previous versions are obsolete and will not be accepted.)*

PAO NUMBER: \_\_\_\_\_ OFFICE NAME: \_\_\_\_\_

NAME: \_\_\_\_\_ BLDG.: \_\_\_\_\_ STATION: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ TITLE: \_\_\_\_\_ MAIL CODE: \_\_\_\_\_

## PROPERTY ACCOUNTABILITY OFFICER (APPOINTEE):

THIS CERTIFIES THAT I, THE UNDERSIGNED, ACCEPT ACCOUNTABILITY AND RESPONSIBILITY FOR ALL ACCOUNTABLE PROPERTY, AS PRESCRIBED IN THE PERSONAL PROPERTY HANDBOOK, WITHIN MY DESIGNATED AREA OF ACCOUNTABILITY.

I FURTHER UNDERSTAND THAT ANNUAL PHYSICAL INVENTORIES WILL BE CONDUCTED WITHIN MY AREA OF ACCOUNTABILITY AND RECONCILED WITH PROPERTY RECORDS.

I OFFICIALLY ACCEPT THIS RESPONSIBILITY UNTIL FORMALLY RELIEVED.

\_\_\_\_\_  
(PRINT FIRST & LAST NAME) (SIGNATURE) (DATE)

## PROPERTY ACCOUNTABILITY OFFICER'S SUPERVISOR (APPOINTMENT AUTHORITY):

I AFFIRM THAT CRITICAL ELEMENT HAS BEEN PREPARED AND ADDED TO PERFORMANCE PLAN.

\_\_\_\_\_  
(PRINT FIRST & LAST NAME) (SIGNATURE) (DATE)

## PROPERTY MANAGER:

\_\_\_\_\_  
(PRINT FIRST & LAST NAME) (SIGNATURE) (DATE)