

**University of North Texas Health Science Center
Asset Coordinator Assignment**

Each department chair must assign an individual to perform the duties as asset coordinator. The Asset Coordinator will be Property Control's point of contact for all matters concerning asset control. Asset Coordinators will be contacted on matters concerning:

- Asset Transfers
- New Assets
- Property Custody Receipts
- Cannibalizations
- Annual Physical Inventory
- Spot Check Inventory

The request for assigning asset coordinators will begin in September for the upcoming fiscal year.

This form will need to be completed if a coordinator change is occurring during the fiscal year.

An asset coordinator assignment form must be completed for each Department ID under the department chairs accountability. Refer to Property Control's coordinator listing for Department ID's.

Department ID/Name	<input type="text"/>
Asset Coordinator	<input type="text"/>
Extension	<input type="text"/>
Room	<input type="text"/>
EIS EUID	<input type="text"/>

Department Chair Signature

Date

Send this completed form to Property Control.