

Equipment Coordinator Designation form

The Equipment Coordinator is a designated individual who has the authority and responsibility for the physical custody of all equipment under their control and within their custodial area (department). Through the designated Equipment Coordinator departments are responsible for:

- Ensuring that equipment is properly maintained, safe guarded, and is used only for official purposes.
- Submitting appropriate reports promptly to the Property Office for transfers, lost, missing, stolen, destroyed, damaged, or obsolete equipment.
- Physical inventories including the follow-up for missing items not found during the scanning process
- Maintain a record of equipment that is removed for use or repair outside of the department.
- Ensure that complete documentation is provided to the Property Office for newly acquired property.
- Equipment Coordinator has authority to dispose of equipment.

Date: _____

Department Head Approver: _____

Department Name: _____

Authorized Equipment Coordinators for this department are listed below

Name: _____ Building: _____

Name: _____ Building: _____

Name: _____ Building: _____

Name: _____ Building: _____

Name: _____ Building: _____

Name: _____ Building: _____

Name: _____ Building: _____

DeptID: _____