

DESIGNATION OF PROPERTY MANAGER

(Use Agency Letterhead)

TO: _____
(Property Manager Name)

FROM: _____
(Agency Director/Commissioner)

DATE: _____

Effective this date, _____, you are hereby designated as property manager of the (Agency Name/Board/Commission)

_____. Your duties shall be performed in compliance with the Code of Alabama, 1975, §36-16-8. You will be the custodian of, and responsible for, all property belonging to the state and in the custody of this agency unless an appropriate written receipt has been executed and obtained from other employees or officers of this department for each property item entrusted to them.

DEPARTMENT HEAD

Acknowledgement:

I hereby acknowledge my designation as property manager for the (Agency Name/Board/Commission) _____ and my duties and responsibilities are contained in the Code of Alabama, 1975, §36-16-8.

PROPERTY MANAGER

cc: State Auditor
Chief Examiner of Public Accounts
Attorney General
Department of Economic and Community Affairs

State Auditor's Office
600 Dexter Avenue, Suite S-101, Montgomery, AL 36130-0200