

Property Custodial Officer's Statement

I certify that I have, jointly with (*the employee whom I am relieving the accountable officer or his/her designee), taken an inventory, or to my satisfaction have otherwise verified the account or record of the property for which I am assuming property custodial responsibility, I understand and accept the responsibilities of the Property Custodial Officer as stated in the DHHS Logistics Management Manual. Upon transfer of my responsibilities to a successor, I will take a joint inventory or otherwise verify the property custodial account to the satisfaction of my successor and together with the accountable officer will, in the manner prescribed, adjust such differences as may be discovered.

(Name) _____

(Title) _____

(Date) _____

*** Insert name of individual and strike out inapplicable clause.**