

Texas Comptroller of Public Accounts
State Property Accounting

TRANSFER OF RESPONSIBILITY FOR PROPERTY

| | |
|----------------------------|---------------|
| Name of Agency/Institution | Agency number |
|----------------------------|---------------|

OUTGOING:

I hereby certify that to the best of my knowledge and belief all personal property belonging to or under the responsibility of this State Agency has been properly accounted for as of this date.

Title (Check one) Agency Head Property Manager

Name

sign here ▶ Signature

Date

Witness Name

sign here ▶ Signature

INCOMING:

I hereby accept responsibility for all personal property belonging to or under the responsibility of this state agency.

Title (Check one) Agency Head Property Manager

Name

sign here ▶ Signature

Date

Witness Name

sign here ▶ Signature

A copy of the certification of physical inventory must be attached to this document.

This form is to be executed when there is a change in a State Agency Head or Property Manager.

A copy of the completed form should be sent to each of the following:

- State Comptroller
- State Auditor
- Outgoing Agency Head or Property Manager
- Incoming Agency Head or Property Manager