The University of Texas Rio Grande Valley

Assets Management
Department of Financial Services/Comptrollers

CHANGE OF CUSTODIAN FORM

The purpose of this form is to identity and update the asset custodian for the asset(s) listed below. Assets Management will include the custodian's name on the asset record in PeopleSoft.

TRANSFER FROM:

Current Custodian Name: _____ Signature and Date: _____

Approve: *Check One* ☐ Yes or ☐ No

TRANSFER TO:

New Custodian Name: _____ New Custodian Employee ID: _____

New Custodian Department: _____ Signature and Date: _____

Approve: *Check One* ☐ Yes or ☐ No

Asset ID	Asset Tag Number	Description

*For additional assets, please submit a separate worksheet with signed form.

FOR ASSETS MANAGEMENT OFFICE USE ONLY:

Form Updated to PeopleSoft by:	
Date:	