NIH PROPERTY MANAGEMENT INFORMATION SYSTEM Request to Establish Or Change Property Custodial Account Data

1. CUSTODIAL CHANGE INFORMATION (PRINT OR TYPE)											
			R TYPE)	T							
TYPE OF TRANSACTION ADD	TYPE OF TRANSACTION CHANGE	TYPE OF TRANSACTION DELETE	DATE OF REQUEST	INSTITUTE O CENTER	R CUSTODIAL ACCOUNT	CAN NUMBER OLD (IF APPLICABLE)		CAN NUMBER NEW		ORGANIZATION CODE	
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2. CUSTODIANS	S _	-		-							
TRANSACTION	ADB USER	ID	LAST NAME			PHONE	BLDG	ROOM	IMSGATE (Y/N)	ACCOUNT & INITIALS	PRINTER ID
OLD (IF APPLICABLE	=)										
NEW											
3. BACKUP	-										
TRANSACTION	ADB USER	ID	LAST NAME		FIRST NAME		BLDG	ROOM	IMSGATE (Y/N)	ACCOUNT & INITIALS	PRINTER ID
OLD (IF APPLICABLE)	Ð										
NEW											
4. APPROVALS											
4. APPROVALS		SIGNATURE			DATE	PHONE			APPROVA	L	
4. APPROVALS		SIGNATURE			DATE	PHONE	IC SL	IPERVISO		L REQUEST CH	ANGE
4. APPROVALS		SIGNATURE			DATE	PHONE			R/MANAGER -	REQUEST CH	
4. APPROVALS		SIGNATURE			DATE	PHONE		RTY ACCO	R/MANAGER -	REQUEST CH OFFICER – RE L	
NOTE: Property not received the	y Custodial Office e required training	ers who have not	completed required	l training (see PPM sibilities are susper	DATE DATE	rary. The tempo	IC PROPE	IC EXEC	R/MANAGER – DUNTABILITY APPROVA UTIVE OFFICE	REQUEST CH OFFICER – RE L R - APPROVE	COMMEND
NOTE: Property not received the 5. ACTION REC	y Custodial Office e required training ORD	ers who have not g, Property Custo	completed required dial Officer respon	sibilities are susper	G) are considered tempor nded and revert to the su	rary. The tempo	IC PROPE	IC EXEC	R/MANAGER – DUNTABILITY APPROVA UTIVE OFFICE xceed 1year. I	REQUEST CH OFFICER – RE L R - APPROVE	COMMEND
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