

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

1. CUSTODIAL CHANGE INFORMATION (PRINT OR TYPE)

| TYPE OF TRANSACTION ADD | TYPE OF TRANSACTION CHANGE | TYPE OF TRANSACTION DELETE | DATE OF REQUEST | INSTITUTE OR CENTER | CUSTODIAL ACCOUNT | CAN NUMBER OLD (IF APPLICABLE) | CAN NUMBER NEW | ORGANIZATION CODE |
|----------------------------|-------------------------------|-------------------------------|-----------------|---------------------|-------------------|-----------------------------------|----------------|-------------------|
| | | | | | | | | HN |

2. CUSTODIANS

| TRANSACTION | ADB USER ID | LAST NAME | FIRST 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 | PHONE | BLDG | ROOM | IMSGATE (Y/N) | ACCOUNT & INITIALS | PRINTER ID |
|------------------------|-------------|-----------|------------|-------|------|------|------------------|--------------------|------------|
| OLD (IF APPLICABLE) | | | | | | | | | |
| NEW | | | | | | | | | |

4. APPROVALS

| SIGNATURE | DATE | PHONE | APPROVAL |
|-----------|------|-------|---|
| | | | IC SUPERVISOR/MANAGER – REQUEST CHANGE |
| | | | IC PROPERTY ACCOUNTABILITY OFFICER – RECOMMEND APPROVAL |
| | | | IC EXECUTIVE OFFICER - APPROVE |

NOTE: Property Custodial Officers who have not completed required training (see PPMG) are considered temporary. The temporary period may not exceed 1year. If after 1 year the PCO has not received the required training, Property Custodial Officer responsibilities are suspended and revert to the supervisor. No renewals are allowed.

5. ACTION RECORD

| ACTION COMPLETED BY SIGNATURE | DATE COMPLETED | PRINTED NAME | ACTION |
|-------------------------------|----------------|--------------|--|
| | | | CIT HELP DESK – ESTABLISH/CHANGE/DELETE CUSTODIAN ACCESS |
| | | | DPPS – ESTABLISH/CHANGE/DELETE CUSTODIAL ACCOUNT |
| | | | OTHER |

COMMENTS: