

**DESIGNATION OF PROPERTY MANAGER**

*(Use Agency Letterhead)*

TO: \_\_\_\_\_  
(Property Manager Name)

FROM: \_\_\_\_\_  
(Agency Director/Commissioner)

DATE: \_\_\_\_\_

Effective this date, \_\_\_\_\_, you are hereby designated as Property Manager of the \_\_\_\_\_ (Name of Agency/Board/Commission).

Your duties shall be performed in compliance with the **Code of Alabama, 1975, §36-16-8**. You will be the custodian of, and responsible for, all property belonging to the State and in the custody of this agency unless an appropriate written receipt has been executed and obtained from other employees or officers of this department for each property item entrusted to them.

\_\_\_\_\_  
**DEPARTMENT HEAD SIGNATURE**

**Acknowledgement:**

I hereby acknowledge my designation as Property Manager for the (Agency/Board/Commission Name) \_\_\_\_\_ and my duties and responsibilities as contained in the **Code of Alabama, 1975, §36-16-8**.

\_\_\_\_\_  
Property Manager Email

\_\_\_\_\_  
**PROPERTY MANAGER SIGNATURE**

\_\_\_\_\_  
Work Phone Number

\_\_\_\_\_  
Cell Number

cc: State Auditor  
Chief Examiner of Public Accounts  
Attorney General  
Department of Economic & Community Affairs

**Exhibit A**