

# Fixed Assets Accounting

## Request for Change in Custodian

Department Name \_\_\_\_\_

Department Number \_\_\_\_\_

Old Custodian \_\_\_\_\_

New Custodian \_\_\_\_\_

Reason for Change  
\_\_\_\_\_

Department Representative  
  
\_\_\_\_\_

Signature

Mail to:      Box 843035  
FAX:         8-1404

Training needed:

PAA001 Banner Basic              
    Navigation &  
    System/Data Security

201 Internal Control &          
    Fiscal Responsibilities

204 Banner Fixed Assets      

These courses need to be completed within 5 days.