

Equipment Custodian & Custody Code Maintenance Form



Equipment Custodian or **Department Representative** should complete this form and obtain all required approvals when:

- Requesting a new Custody Code
- Changing the Equipment Custodian for existing Custody Code(s)
- Changing the Title/Description of a Custody Code
- Changing the Dept ID of a Custody Code
- Deactivating or Reactivating existing Custody Code(s)

If this request involves assignment of a new Equipment Custodian, first complete the [Capital Equipment Online Training](#) course on the UC Learning Center and review the Controller's Office guide, [Equipment Custodian Responsibilities](#). A Department Access Administrator will also need to request Equipment Custodian access to PeopleSoft.

Wet-signatures or DocuSign signatures are **required** where stated. This form **must also be signed** by the Department Head in **Section IV**. Submit completed forms or questions to CapitalAccounting@ucsf.edu.

Section I – Complete to Request a New Custody Code

Department Name:
 Dept ID:

CAM Use Only:
 New Custody Code Number

Equipment Custodian Information:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Name</i>	<i>Employee ID</i>	<i>Signature (required)</i>	<i>Date</i>

Section II – Complete for Other Custody Code Attribute Changes

Enter the 4-digit Custody Code to be edited - select from the change(s) below:

- Change Custody Code Title/Description: _____
- Change Dept ID (up to Dept ID Level 2):
 Dept ID from: _____ Dept ID to: _____

Complete if deactivating or reactivating Custody Code(s):

- Deactivate (must **not contain any active assets**) -or- Reactivate the following Custody Codes

Enter one code per cell, **if not enough room** – check here: then attach a separate listing of codes to deactivate or reactivate when submitting this form:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Equipment Custodian Name</i>	<i>Employee ID</i>	<i>Signature (required)</i>	<i>Date</i>

Section III – Complete to Change Custodian for Existing Custody Code(s)

Current Custodian Name:

Assign the following Custody Code(s) to **New** Equipment Custodian:

Enter one code per cell, **if not enough room** – check here: then attach a separate listing of codes to assign when submitting this form:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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New Equipment Custodian Information:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Name</i>	<i>Employee ID</i>	<i>Signature (required)</i>	<i>Date</i>

Section IV – Approvals

<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Department Head Name and Title</i>	<i>Department Head Signature (required)</i>	<i>Date</i>

Print and obtain all required signatures. Scan, attach, and email the signed form to: CapitalAccounting@ucsf.edu

CAM USE ONLY

<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Approved by CAM Representative Name</i>	<i>Signature</i>	<i>Date</i>