



OFFICE OF PROPERTY MANAGEMENT

DJJ 2.14-Attachment A

PROPERTY COORDINATOR APPROVAL

Facility/Region/Department/Central Offices

Date: _____

The following employee is hereby designated to serve as Property Coordinator for the _____, facility/region/department/central office location.

Print Name of Coordinator: _____

Office Location Address:

Change of Coordinator

I hereby change the Property Coordinator from _____ to _____.

Authorization

Print Name and Title of Approving Authority _____

Signature and Date of Approval: _____