

APPOINTMENT OF PROPERTY CUSTODIAN

The Polk County Board of County Commissioners does hereby appoint Gina Garrettson (custodian), employee # 39214, employee email address ginagarrettson@polk-county.net, who is employed by me in the capacity of Division Fiscal Coordinator (title) as Deputy Custodian of all County owned tangible personal property assigned to or purchased for the office of Parks and Natural Resources (dept/div/section).

This appointment authorizes the Deputy Custodian to receive property in my name, execute such receipts as may be required by the Board of County Commissioners of Polk County and account for such County owned property as may be required by the Board of County Commissioners.

This appointment is for the express purpose of administrative conveniences in the accountability of property and does not purport to relieve the undersigned of the responsibilities and accountability for such county owned property as may be purchased for or assigned to the office I now hold.

This appointment hereby cancels the authorization of the previously appointed custodian to receive property in my name and execute receipts as may be required by the Board of County Commissioners.


Custodian's signature


Division Director/Elected Official signature

Approved this _____ day of _____, 20_____.

Chairman, Board of County Commissioners