

NEW CUSTODIAL CODE REQUEST

Requesting Department's Name:

Custodial Code Description

(what you want to call it):

COA and Account number to be associated with this

(this account number is only used to point to the ORG for the department, but it needs to be active and non-expiring)

Department Head (DH) Name:

(can be the real DH, your CAO, an MSO, etc.)

Their KFS* User Name:

Department Head Delegate's (DHD) Name:

(the DHD is optional)

Their KFS* User Name:

Asset Rep's (AR) Name:

Their KFS* User Name:

Asset Rep Delegate's (ARD) Name:

(the ARDs are optional)

Their KFS* User Name:

(you can have up to three ARDs)

Additional Comments for EQ:

*** Please note that while the KFS User name is the same as someone's Kerberos User Name, they have to be a KFS User before they can be listed in the Custodial Code. Please also note that only the DH, DHD and AR can make changes to both the asset records and the *custodial code* . ARDs can make changes to *asset records* only.**

To check if someone is a KFS User, click here:

[KFS User](#)

To request someone be made a KFS user, click here:

[Request New](#)

Email completed form to EqHelp@ucdavis.edu