



Asset Management

Old Main Room 101 • Dept. 3314 • 1000 E. University Avenue • Laramie, WY 82071
Phone (307) 766-2302 • Fax (307) 766-6762 • Email property@uwyo.edu

**ORGANIZATION PROPERTY ADMINISTRATOR (OPA)
CHANGE REQUEST FORM**

Former OPA Name and Title: _____

New OPA Name and Title: _____

New OPA Phone: _____

New OPA Email: _____

Date Change Becomes Effective: _____

Organization Number(s)/Name(s) Assigned (Please attach list with additional orgs if necessary):

Organization Number (5-digit)	Organization Name

Signed: _____ Date: _____
Former OPA

Signed: _____ Date: _____
New OPA

Signed: _____ Date: _____
Appointing Authority

Please email this form to Asset Management at property@uwyo.edu within 2 weeks of effective date.
Asset Management will contact the new OPA for training within 30 days of assignment.