WEST VIRGINIA LEGISLATURE

Joint Committee on Government and Finance

***** Equipment Form*****

Date: _____ _____

Date Assigned **Date Returned**

Serial Number: _____

_____

Inventory Barcode: _____

Assigned to: _____

Division: _____

Tracker: _____

Room Number: _____

Description:

_____

_____

Signature: _____

By signing above, I certify that the above equipment was received, and I agree to be responsible for the equipment as long as it is assigned to me or until it is returned by me to Joint Committee on Government & Finance. I agree to follow Joint Committee on Government & Finance acceptable use practices for the equipment received. I agree that the equipment is to be returned to Joint Committee on Government & Finance upon my discharge from employment or upon my resignation.

I further acknowledge and agree that by signing above, should I fail to timely return the above equipment at the time of my discharge or resignation, the replacement cost of such equipment may be recovered by the Joint Committee on Government & Finance from my final wages.

Signature: _____

By signing above, I certify that the job duties assigned to the above employee necessitate the employee be allowed to remove the assigned equipment from the Joint Committee offices.

RETURNED EQUIPMENT: If this equipment will be removed from service, please mark one of the following:

____ Sent to Surplus Property ____ Sent to Recycling ____ Item Destroyed ____ Returned to LASD

Signature:_____

By signing above, I certify the above equipment was returned.

Signature:_____

By signing above, I certify the above equipment was received.

And as applicable, I certify the above equipment was scheduled to be removed from service by the method indicated.