

WEST VIRGINIA LEGISLATURE
Joint Committee on Government and Finance
***** Equipment Form*****

	Date Assigned	Date Returned
FM	_____	_____
Serial Number:	_____	_____
	_____	_____
Inventory Barcode:	_____	_____
Assigned to:	_____	_____
Division & Rm #:	_____	_____
Tracker:	_____	_____
Description:	_____	

**Custodian
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.

**Director
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.

RETURNING EQUIPMENT

**Tracker
Signature:** _____

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

**LASD
Signature:** _____

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