

WEST VIRGINIA LEGISLATURE
Joint Committee on Government and Finance

***** WV Legislative Equipment Returned Form*****

Date: _____

Serial Number: _____

Inventory Bar Code: _____

Returned by: _____

Received By: _____

Room Number: _____

Description: _____

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

____ **Sent to Surplus Property**

____ **Sent to Recycling**

____ **Item Destroyed**

Signature: _____

Date: _____

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

Signature: _____

Date: _____

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

And if applicable, I certify that the above equipment was destroyed/removed from service by the method indicated.