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GWRRA Equipment List

Chapter/District/Region

This form is to be completed and submitted with yearly financial reports or as a matter of routine when transferring officers. The equipment list must be signed by the former officer and the new officer. This list should include all equipment from the various divisions such as Rider Ed, Leadership Training, Recruiting, etc. All equipment purchased with GWRRA funds is to be listed. This may include but is not limited to: Computers, software, walkie-talkies, Rider Ed cones, CPR mannequins, signage, literature, copy and fax machines.

Side One - *The former officer is to fill out side one of this form in order to document all equipment or inventory that was transferred to his/her successor.*

	Item	Model/Serial Number/ Identifying Marks	Date of Purchase	Estimated Value	Condition (poor/fair/good/new)	Comments
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Side One

Former Officer Date

The former officer must sign this form, even if the change of office is not recent. Your signature indicates that the above listed equipment was transferred to your successor when you left office.

Oct-03