

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 Education, 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.

Page One- The former Officer is to fill out page one of this form in order to document all equipment in 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						

 Former Officer Signature

 (Print Name)

 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.

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Page Two- The current or new Officer is to fill out this side of the form to document the purchase of new equipment or the disposal or sale of inadequate equipment. Please note that any equipment that is no longer useful to the Officer requires the consensus of the appointing Officer before removing any equipment from inventory.

	Item	Model/Serial Number Identifying Marks	Date of Purchase	Estimated Value	Condition (poor/fair/good/new)	Comments
1						
2						
3						
4						
5						
6						
7						
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Current Officer Signature (Print Name) Date

Your signature represents that you thoroughly documented all equipment for your Chapter, District or Region and that in the event any item was removed from inventory it is documented on this form and was discussed with your appointing Officer.