

WEST VIRGINIA LEGISLATURE
Joint Committee on Government and Finance



ANNUAL CERTIFICATION OF ASSIGNED EQUIPMENT

Date (right around June 1)

Our records show the following equipment has been assigned to you for job use. Please verify the equipment below is in your possession including confirming the bar code, serial number and model number. Report any discrepancies to your Division's Inventory Tracker. Return the signed form to your Division Inventory Tracker by June 15, 20XX.

Item	Bar Code	Serial Number	Model Number

Signature: _____

Date: _____

By signing above, I certify the above equipment is in my possession 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 Legislative Automated Systems Division.