

WEST VIRGINIA LEGISLATURE
Joint Committee on Government and Finance
Legislative Automated Systems Division

Building 1, Room MB37
1900 Kanawha Boulevard, East
Charleston, WV 25305-0610
(304) 347-4820
(304) 347-4825 FAX



Sheila B. Harvey
Director

***** Equipment Assignment Form*****

Date: _____

Serial Number: _____

Inventory Bar Code: _____

Assigned to: _____

Given by: _____

Received By: _____

Description: _____

Signature: _____ **Date:** _____

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 Legislative Automated Systems Division. I also agree to follow Joint Committee on Government & Finance acceptable use practices for the equipment received.

Signature: _____ **Date:** _____

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.