

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

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



Sheila B. Harvey
Director

***** WV Legislative Equipment Returned Removed From Service Form*****

The following equipment was returned to the Joint Committee and removed from service:

Date: _____

Serial Number: _____

Inventory Bar Code: _____

Returned by: _____

Received By: _____

Description: _____

___ 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 returned and destroyed/removed from service by the method indicated