TRI Equipment List

Chapter / District / Region / Rider Ed / Operations

This form is to be completed and submitted with ***yearly financial reports*** or as a matter of routine when transferring officers. If transferring officers, this 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 TRI 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

Former Officer

Date

Your signature represents that you have 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 or the Executive Director

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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 or the Executive Director before removing any equipment from inventory.*

Item	Model/Serial Number Identifying Marks	Date of Purchase	Estimated Value	Condition Poor/Fair/Good/New	Comments

Current Officer **Date**

Your signature represents that you have 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 Office or the Executive Director.