

Sons of The American Legion Detachment of Texas

Division Commander Equipment Tracking Form

Division # \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Laptop: \_\_\_\_\_ (serial number) works; yes  no

Projector: works; yes  no

Screen: works; yes  no

It is the responsibility of the **INCOMING DIVISION COMMANDER** to inspect each piece of equipment and ensure that it is in proper working order prior to taking possession. Any issues should be reported immediately to the Detachment Adjutant.

Completed form should be forwarded to the Detachment Adjutant within 5 (five) days of completion by the **INCOMING DIVISION COMMANDER** to ensure the proper accountability and condition of equipment. It is suggested that each Division Commander (outgoing and incoming) keep a copy of this form for his records should there be any questions.

I acknowledge delivery/receipt of the equipment above in proper working order, free of defects or damage.

Outgoing Division Commander: \_\_\_\_\_ (signature)

Incoming Division Commander: \_\_\_\_\_ (signature)

I acknowledge delivery/receipt of the equipment above with defects or damage.

Outgoing Division Commander: \_\_\_\_\_ (signature)

Incoming Division Commander: \_\_\_\_\_ (signature)

List defects/damage:

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