



# CHICANO CORRECTIONAL WORKERS ASSOCIATION

## PROPERTY INVENTORY

INVENTORY / TRANSFER OF PROPERTY / RELINQUISHING OF PROPERTY/ PROPERTY DISPOSAL

PHYSICAL LOCATION OF CCWA PRORERTY: \_\_\_\_\_

DATE: \_\_\_\_\_

Chapter: \_\_\_\_\_

Equipment Returned to Sergeant-At-Arms  Date \_\_\_\_\_

CCWA MEMBER NAME TAKING POSSESSION: \_\_\_\_\_

(Check one)

PROPERTY ITEM	TYPE/NAME	MODEL	SERIAL NUMBER	CONDITION
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### ELECTRONICS

Good Repair Replace

COMPUTER

\_\_\_\_\_

PORTABLE HARD DRIVE

\_\_\_\_\_

PRINTER

\_\_\_\_\_

SCANNER

\_\_\_\_\_

LAPTOP

\_\_\_\_\_

POWER SUPPLY

\_\_\_\_\_

FAX MACHINE

\_\_\_\_\_

CELL PHONE

\_\_\_\_\_

### FURNITURE

DESK(S)

HOW MANY? \_\_\_\_\_

FILE CABNET(S)

HOW MANY? \_\_\_\_\_

CHAIR(S)

HOW MANY? \_\_\_\_\_

OTHER EQUIPMENT \_\_\_\_\_

NOTE:

Any damaged property shall be documented and submitted to the Regional Vice President. The Executive Board shall submit damaged property to the Sergeant-At-Arms for appropriate disposition.

DISPOSAL OF ANY CCWA PROPERTY REQUIRES THE SIGNATURE OF THE CCWA ASSOCIATION PRESIDENT.

[AUTHORIZATION FOR DISPOSAL / DONATION ONLY]

Chapter President Signature: \_\_\_\_\_

If donated to a Non-Profit Organization, attach receipt.

Sergeant-At-Arms Signature: \_\_\_\_\_