

SAN DIEGO – IMPERIAL AREA 08
CAPITAL EQUIPMENT - CUSTODY FORM

January 1, 2021

registrar.cap.equip.cust.form.finace.comm.doc

Description Key

PRIMARY CONTACT	The person maintaining custody of the item
ALTERNATE CONTACT	Alternate Chair or Officer
PANEL NUMBER / YEAR	Duration of Elected Position - list Panel Number or Calendar Year.
AREA 08 NUMBER	To be filled out by the Area Inventory Custodian
QUANTITY	List each item separately (1 per line) even if you have to use a second page.

PRIMARY CONTACT	ELECTED POSITION	TELEPHONE	EMAIL	YEAR
ALTERNATE CONTACT	ELECTED POSITION	TELEPHONE	EMAIL	YEAR

AREA 08 ITEM NUMBER	QUANTITY	DESCRIPTION	MODEL NO.	SERIAL NO.	COST / VALUE

**** Capital Equipment Items are the Responsibility and is Maintained by the Committee Chair ****

Signature: _____ **Date:** _____ **Received by:** _____

Please Return to the Finance Committee Chair or the Area Treasurer

☐ **Email:** Finance@area8aa.org / Treasurer@area8aa.org ☐ **US Mail:** POB 3670, San Diego, CA 92163 ☐ **In Person**

Completing this form online requires to save it "save as" a file on your computer so to attach it to an email.

For Area Use Only

Custodian: _____ Date: _____

Alternate Custodian: _____ Date: _____

Turned In / Turned Over: _____ Date: _____

Verified Lost / Damaged By: _____ Date: _____

Comments: _____
