

### INTERIM EQUIPMENT ASSIGNMENT FORM

The support staff equipment, which is described below, is currently assigned by the AOC to \_\_\_\_\_, \_\_\_\_\_ whose employment will/did terminate on \_\_\_\_\_. It is my intention to hire a replacement as soon as possible. I understand that until such time as a replacement is hired, it is necessary for me to assume responsibility for that equipment. It is also my understanding that as soon as that replacement has been hired, the listed equipment will be reassigned by the AOC to that new staff person who will, at that time, assume responsibility.

- COMPUTER - Serial No. \_\_\_\_\_
- MONITOR - Serial No. \_\_\_\_\_
- PRINTER - Serial No. \_\_\_\_\_
- FAX MACHINE - Serial No. \_\_\_\_\_
- COPIER - Serial No. \_\_\_\_\_
- TYPEWRITER - Serial No. \_\_\_\_\_
- TRANSCRIBER - Serial No. \_\_\_\_\_
- ANSWER PHONE - Serial No. \_\_\_\_\_
- SCANNER - Serial No. \_\_\_\_\_
- SHREDDER - Serial No. \_\_\_\_\_
- LAPTOP - Serial No. \_\_\_\_\_

I hereby assume responsibility for the above listed support staff equipment on this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

The above Interim Equipment Assignment is hereby made effective the date hereinabove set forth.

\_\_\_\_\_

**RICK D. PATT, Acting Administrative Director**