

PETERBOROUGH FIRE & RESCUE EQUIPMENT ISSUE FORM

1. This form shall be utilized and filled out every time a piece of equipment, uniform, radio, etc. gets issued to any/all personnel.
2. It shall be the responsibility of the person issuing the item(s) to ensure this form is filled out completely and signed by all parties prior to submission.
3. Once completed, this form shall be turned in the Administrative Assistant for filing in the members personnel file.
4. Upon separation from the department, this form shall be utilized to ensure all equipment is accounted for and returned.

<u>PFR EQ#</u>		<u>DESCRIPTION:</u>		
<u>MAKE:</u>		<u>MODEL #</u>		<u>SERIAL #</u>
<u>ISSUED TO:</u>			<u>PFR ID #</u>	
<u>LOCATION:</u>			<u>CONDITION:</u>	
<u>ORIGINAL COST:</u>			<u>PO #:</u>	
<u>DATE PURCHASED:</u>		<u>DATE RECEIVED:</u>		
<u>DATE ISSUED:</u>		<u>DATE RETURNED:</u>		
<u>DATE TO REPLACE:</u>		<u>RETURNED FOR:</u>		

This equipment is being issued with the understanding that the Town of Peterborough - Fire & Rescue Department retains ownership of the equipment. It is further agreed that this equipment will be used in accordance with all town and department procedures related to same.

Employee receiving equipment

Equipment issued by

Notes/Comments: