Equipment Purchase Receipt Template

As President of , a regis- tered student organization at the University of Alabama, I understand the importance of safeguarding purchases made for us by the Financial Affairs Committee (FAC). I further understand, that it is my re- sponsibility to pass these equipment items on to the next president of my organization for future use. (Name) Date

Signature:

Items received:

President’s contact information (email & telephone number):

The above equipment items will be stored in the following secure location on the UA campus:

As Advisor to the above student organization, I agree to store, safeguard and pass along the above equipment to the president of subsequent years.

Advisor name: Phone number: Email: Signature: