

INDIVIDUAL RECEIPTS SHALL BE PREPARED FOR EACH EMPLOYEE RECEIVING EQUIPMENT OR WEAPONS. ALL ENTRIES WILL PRINTED/TYPED EXCEPT FOR SIGNATURE.

**AUTHORIZING OFFICIAL IN ITEM 1, MAY BE EITHER THE WARDEN, ASSOCIATE WARDEN, CAPTAIN, OR LIEUTENANT (S).**

After equipment, weapon (s) or expendable items have been accounted for and all information/signatures on this receipt have been completed, the issuing Lieutenant or Locksmith will give the receiving employee a copy of this receipt and forward the original to the Captain's office for review. Retention for this form is, current six months plus previous two years.

1. AUTHORIZING OFFICIAL: \_\_\_\_\_

2. PURPOSE OF ISSUE: \_\_\_\_\_

3. EMPLOYEE RECEIVING EQUIPMENT/WEAPONS: \_\_\_\_\_

4. WEAPONS: Specify = Type, Serial Number, Rounds of Ammunition

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. OTHER EQUIPMENT OR EXPENDABLE ITEMS ISSUED (specify):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Date/Time Issued: \_\_\_\_\_

7. Date/Time Returned: \_\_\_\_\_

The expendable items were all used \_\_\_\_\_ (yes or no), or  
amount returned \_\_\_\_\_ Initials \_\_\_\_\_

8. Printed name/title and written signature of **issuing officer**.

\_\_\_\_\_

9. Printed name/title and written signature of **receiving staff**:

\_\_\_\_\_

10. Printed name/title and written signature of **receiving officer**.

\_\_\_\_\_

Original - Armory (after Captain review);