

RECEIPT OF EQUIPMENT

Copy to recipient and copy to Treasurer of MSO

I..... have received the following item from

Masters Swimming Ontario:

(description and serial numbers of items received)

1.

2.

etc.

Ownership: I acknowledge that the above, designated item(s) remain the property of MSO. This equipment &/or software is to be used solely in the execution of my duties with MSO. This equipment &/or software shall be accessible to MSO upon reasonable notice and that they may request and receive this equipment &/or software at any time.

Maintenance I am responsible to maintain this equipment &/or software in working order and must keep the MSO board abreast of any repairs or upgrade requirements. The cost of major repairs or upgrades deemed necessary must first be approved by the Board. With regard to the use of computer equipment &/or software, it shall be my responsibility to maintain a back up of information whenever a new set of data is processed and that a copy will be forwarded to a third party approved by the Board.

Signature and date of receipt.....

Witness

