



THE ABILITY EXPERIENCE
 2015 ARSLEY TOWN BOULEVARD #200
 CHARLOTTE
 NC 28273

December 27, 2019

MEMORANDUM FOR RECORD

SUBJECT: Cyclist Hand Receipt

Item	Serial Number	Quantity	Initials	Condition	Item Returned
Front Light with Base		1		Good/Working	
Rear Light with Base		1		Good/Working	
Micro USB Cable		1		Good/Working	
Ankle Band		1		Good	
Safety Triangle		1		Good	
Cycling Guide		1			
Helmet Standards		1			
Safety Letter		1			

Total Items 8

Signature: _____

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- 1) Before signing for any equipment or items, inspect all items and ensure their condition is accurately recorded. This will prevent you paying for damage that occurred before signing for any equipment.
- 2) For each piece of equipment on your hand receipt, there will be a numerical value matching the quantity to be signed for. Ensure you have each item in your packet and initial next to the quantity.
- 3) Next to the front and rear lights you will need to write in the item's Serial Number (located on the back of each light, on the raised lip where the mount connects to the light). Correctly record the number as you will be responsible for turning in a working front light and working rear light with matching OASN's at the end of the summer.
- 4) Take action to control the physical security of your equipment. Store your lights in a secure area when not in use (do not leave them on your bike or in a shared space such as an office or car). Remember that you will be charged if it ends up missing after you sign for it. Again, once you sign the hand receipt you will pay for any damages or losses.
- 5) Keep all hand receipts. Keeping records digitally and having physical hard copies of all records is highly recommended. Inventory your equipment as needed, you will be required to have your two lights, the micro USB cable, your safety triangle, and ankle band with you for both Regional Team Training and your respective cycling event.
- 6) Accountability and maintenance of your signed equipment is your responsibility. You must maintain 100% accountability of your equipment at all times. Failure to maintain accountability of the equipment you sign for could result in potential safety hazards while riding and will result in financial responsibilities regarding loss and/or damages. Replacement Cost of Items:

Bike Light: **\$60 each**

USB Cable: **\$5**

Triangle: **\$10**

Ankle Band: **\$10**

- 7) Sign and upload the signed copy to your Participant Center's Administrative Page