

INVENTORY FORM INSTRUCTIONS

1. Quarterly (or more frequently as determined by the provider) an inventory or actual count of all personal property items will be accomplished.
2. The date of the inventory and the initials of the staff member conducting the inventory will be entered in the specified columns used for each inventory.
3. New purchases of any single item valued at \$100 or more will be logged on the Inventory as soon as new purchases are made.
4. When an item of personal property is deleted due to fair wear and tear, loss, etc., the date an item(s) is deleted and the initials of the staff member taking the deletion action will be entered in the specified columns at the time the personal property item(s) are deleted.
5. The serial numbers of items such as television sets, bicycles, stereo units, etc., will be listed either on the same line with the item or on the line immediately below the listed item.
6. The dollar value of high cost items such as jewelry will be noted along with the item description. Dollar value may be determined from purchase receipts or professional estimates if necessary.