

INSTRUCTIONS FOR USE OF “PERSONAL PROPERTY RECORD”

1. Single (one each) personal property items with a purchase cost of less than \$100.00 will not be listed on the person’s personal property record, unless otherwise recommended. New purchases will be logged on the “Personal Property Record” immediately after purchase(s) have been made.
2. The serial numbers of items such as television sets, bicycles, game consoles, stereo units, etc. will be listed either on the same line with the item or on the line immediately below the listed item.
3. The dollar value of high cost items such as jewelry will be noted along with the item description. Dollar values may be determined from purchase receipts or professional estimates if necessary.
4. When an item of personal property is deleted due to normal wear and tear, loss, etc., the date item(s) are deleted and the initials of the staff member taking the deletion action will be entered in the specified columns at the time of the personal property item(s) are deleted.
5. Quarterly (or more frequently as determined by the habilitation team) an inventory or actual count of all personal property items will be completed.
6. The date of the inventory and the initials of the staff member conducting the inventory will be entered at the top of the form in the specified columns used for each inventory.
7. This form will be retained in the “Personal Needs” section of each person’s chart.
8. Additional forms may be used to properly account for the person’s personal property. Each sheet should be labeled to indicate how many sheets are being maintained for the person.
9. New forms should be completed when all columns are utilized. The “Balance on Hand” quantity along with all of the other information related to the item should be transferred to the new sheet.

PERSONAL PROPERTY RECORD
Clothing and Non-Clothing Items \$50 or Greater

SHEET NO. 1 OF 1

NAME: _____

RESIDENCE: _____

FREQUENCY OF INVENTORY: _____

(Monthly, Quarterly, etc.)

Item Description	Date Acquired	Cost or FMV of Item	Balance Brought Forward	Add MRK 1/2/96	Qtr Inv MRK 1/4/96	Qtr Inv MRK 4/3/96	Deletion MRK 5/3/96	Add MRK 5/30/96	Qtr Inv MRK 7/1/96	Balance on Hand
Motorized Wheelchair Ser # RX345S3RM4	3/9/05	\$2,567	1		1	1			1	1
Sony Portable Tape Player, Ser # 3456754	1/2/06	\$115	1		1	1			1	1
Harley 2 Wheel Bicycle - Red, Ser #M37RSTR4	3/10/06	\$115	1		1	1			1	1
XL100 25" RCA Color TV, Ser # 0027R356A	1/2/07	\$555	0	1	1	1			1	1
Panasonic Portable CD Player, Ser #127345	1/2/07	\$129	0	1	1	1	(1) Broken, cannot repair			0
Reebok Jump High Tennis Shoes (black & white)	5/30/07	\$87	0					1	1	1
Black 3 Piece Sears Suit	5/30/07	\$159	0					1	1	1