

INDIVIDUAL INVENTORY RECORD

Name of Individual: \_\_\_\_\_ Name of Provider: \_\_\_\_\_ Year: \_\_\_\_\_

Purchase Date	Description of Item	Quantity	Number Deleted	Reason for Deletion	Inventory Balance	Signature of Staff
	(Include brand, color, size, serial number)					
Reviewer's Signature _____		Date _____		Received By: _____		

- Note: 1. Single items with price= or> \$50 are entered in the inventory record at the time of acquisition(OAC. 5123:2-3-12(C)(4))
- 2. Items should not be discarded, without the consent of the Individual or guardian.
- 3 Inventory record must be updated annually (OAC 5123:2-3-12(C)(3))
- 4. Use a new sheet every year to carry over the purchase date of items, the description of items and the inventory balances.
- 5. For final disposition, inventory MUST be signed by receiver.