

NAWGJ Equipment Inventory Report Form

Name: _____ Date: _____

Region: _____ Address: _____

	Date of Purchase	Name of Item	Brand Name	Serial #	Serial Number	Cost	Date of Disposal	Reason for Disposal	Location
1									
2									
3									
4									
5									
6									
7									
8									

My records, including checkbook, are located (Be specific – not “my house.”): _____

Please list all equipment still in your possession purchased with NAWGJ Funds with the original cost over \$200.
 Equipment items purchased in this fiscal year with cost over \$200 should be added to the list.
 Equipment items that were disposed during this fiscal year should be noted.
 File report once a year with period ending October 31. Due to RJD on November 20. Due to Director of Finance on November 30.
KEEP ONE COPY FOR YOUR RECORDS.