

**Inventory Date** 

\*18 USC 707

## **4-H Property Inventory Report Form**

Instructions: Use this form annually to document tangible assets owned by your 4-H club or organization.

Leader's Name

- maintained by the 4-H club or organization. These items are not insured by Virginia Tech.
- Inventory on Category II items (non-consumable, high-replacement value, medium-to high-risk) must be maintained at the Extension Office. These items are in the care, custody, and control of the 4-H agent and are insured by Virginia Tech.

**Club or Organization Name** 

- Inventory on Category I items (consumable, low-replacement value, low-risk) can be Category III items (high-replacement value, high-risk) are the property of Virginia Tech and must be inventoried in the university system. Contact the State 4-H Youth Development Office for information.
  - All tangible assets should be identified by either a sticker or inscription with the 4-H club or organization's name and other appropriate information. The existence, ownership, condition, and location of items must be updated annually.

<b>Description of Property</b>	VT Inventory #	Manufacturer	Model #	Serial #	Date Acquired	Place of Storage	Date of Disposal

Please Note: You may choose to keep additional records such as titles, receipts, letters of acknowledgement, maintenance agreements, etc. Keep all records in a safe location protected from fire, water damage, or other hazards.

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