



4-H Property Inventory Report Form

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

- Inventory on **Category I** items (consumable, low-replacement value, low-risk) can be 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.
- **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.

Club or Organization Name _____ Leader's Name _____ Inventory Date _____

Unit _____ 4-H Agent/Representative _____

Description of Property	VT Inventory #	Manufacturer	Model #	Serial #	Date Acquired	Place of Storage	Date of Disposal	Value (dollars)

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. A copy of this form should be sent to the state 4-H office and original maintained in the unit office.