

# Inventory Guideline

(Index Card System)

**Label manila dividers as follows:**

- client name (1 per client)
- CICL Property
- Shared Ownership

**Directions for the index cards:**

- Item: general category (see below)
- Description: Be specific. Include serial # and model #.
- Client Initials: Signifies client's consent for items to be discarded.

**Suggested Item Categories:**

pants and slacks  
shorts  
suits  
shirts  
sweaters

sleepwear and robes  
coats  
shoes and boots  
swimwear  
accessories

For property, it is suggested that each index card be labeled by room. Don't forget garage, porch, storage shed, etc.

**NOTE: Per CICL policy the following must be inventoried:**

- All clothing except socks and undergarments
- Any item which costs more than \$25.00.
- Any electronic equipment or appliance.