



| Article                           | # of Items | Date of Purchase | All Ready Have<br>Please put a x | Date of Disposal/<br>Lost | Staff<br>Initials | Why | Date Client/Guardian<br>Notified |
|-----------------------------------|------------|------------------|----------------------------------|---------------------------|-------------------|-----|----------------------------------|
| Air Conditioner<br>(window)       |            |                  |                                  |                           |                   |     |                                  |
| Bed                               |            |                  |                                  |                           |                   |     |                                  |
| Box Springs &<br>Mattress Set     |            |                  |                                  |                           |                   |     |                                  |
| Camera                            |            |                  |                                  |                           |                   |     |                                  |
| Carpet Shampooer                  |            |                  |                                  |                           |                   |     |                                  |
| Cell Phone                        |            |                  |                                  |                           |                   |     |                                  |
| Chair/Couch                       |            |                  |                                  |                           |                   |     |                                  |
| Computer<br>(lap top or desk top) |            |                  |                                  |                           |                   |     |                                  |
| Dresser                           |            |                  |                                  |                           |                   |     |                                  |
| Dryer                             |            |                  |                                  |                           |                   |     |                                  |
| DVD Player                        |            |                  |                                  |                           |                   |     |                                  |
| Flat Screen TV                    |            |                  |                                  |                           |                   |     |                                  |
| Grill (charcoal or gas)           |            |                  |                                  |                           |                   |     |                                  |
| I-Pod/I-Pad                       |            |                  |                                  |                           |                   |     |                                  |
| Lawn Mower                        |            |                  |                                  |                           |                   |     |                                  |
| Microwave                         |            |                  |                                  |                           |                   |     |                                  |
| MP3 Player                        |            |                  |                                  |                           |                   |     |                                  |
| Night Stand                       |            |                  |                                  |                           |                   |     |                                  |
| Patio Furniture                   |            |                  |                                  |                           |                   |     |                                  |
| Pots & Pans (set)                 |            |                  |                                  |                           |                   |     |                                  |



