

Inventory Guidelines

Label inventory record with:

- Client name
- Name of Program
- Year (start a new inventory sheet every year)
- Don't forget to carryover the purchase date for items they still have

Directions for filling out inventory record:

- List any item with a purchase price of \$50 or more (Don't forget items in garage, storage shed, attic or porch)
- Number of items purchased
- Date of purchase

Directions for when a new client moves in

- List any items that cost over \$50 (Don't forget items in garage, storage shed, attic or porch)
- List number of items they have
- Put a X in the box that says "Already has"

Directions for disposal of items

- List the date of disposal/lost
- Staff initials
- Why item was disposed of or became lost
- Date client/guardian was notified
- Fill out the consumer consent discard for

INVENTORY RECORD							
Name of Individual _____		Name of Program _____			Month/Day/Year _____		
Please record any item with the purchase price of \$50 or more (O.A.C.5123:2-3-12 (C) (4))							
Article	# of Items	Date of Purchase	Already has Put an X in the box	Date of Disposal or When Lost	Staff Initial	Why Item was disposed of	Date Client/Guardian Notified
House Hold Items:							
A/C Window							
Carpet Shampooer							
Vacuum							
Bedroom:							
Bed - Frame							
Mattress/Box Springs							
Chair							
Computer/Laptop							
Dresser							
Desk							
DVD Player							
Gaming System							
Games							
Nightstand							
Printer							
Tablet/Ipad							
TV							
TV Wallmount							
Bathroom:							
Electric Razor							
Sheers							
Living Room:							
Chair							
Couch/Love Seat							
DVD Player							
Electric Fireplace							

End Tables							
Lamps							
TV							
TV Stand							
TV Wallmount							
Dining Room:							
Table & Chairs							
Kitchen:							
Air Fryer							
Bullet							
Dish Washer							
Food Processor							
Microwave							
Pots & Pans							
Refrigerator							
Stove							
Laundry Room:							
Dryer							
Washer							
Patio (Front or Back):							
Bench							
Furniture							
Grill							
Swing							
Table & Chairs							
Garage/Shed:							
Electric Snow Shovel							
Freezer							
Generator							
Lawnmower							

Snow blower							
Tools							
Holiday Decor:							
Christmas Tree							
Personal Items:							
Airpods/Headphones							
Camera							
Cell Phone							
Exercise Equipment							
Jewelry - Earrings							
Jewelry - Necklace							
Jewelry - Ring							
Video Camera							
Clothing/Coats/Shoes:							
Athletic pants - Nike, Addias, etc							
Athletic shirts - Nike, Addias, etc							
Bathing Suit							
Boots							
Coats							
Dress Shoes							
Dresses							
Halloween Costumes							
Jackets							
Jeans							
Sandals/Flip flops							
Sport Jerseys							
Suit							
Sweaters							
Sweatshirts							
Tennis Shoes							

Misc. Items:							