

NAWGJ Equipment Inventory Report Form

Name: _____ Date: _____

Region: _____ Address: _____

	Date of Purchase	Name of Item	Brand Name	Serial Number	Cost	Date of Disposal	Reason for Disposal	Location
1								
2								
3								
4								
5								
6								
7								
8								

Where do you keep NAWGJ records, including checkbook? (Be specific – not “my house.”)

Please list all equipment still in your possession purchased with NAWGJ Funds with the original cost over \$400.

Equipment items purchased in this fiscal year with cost over \$400 should be added to the list.

Equipment items that were disposed during this fiscal year should be noted.

File report once a year with **Reporting Period: July 1 – June 30.** Due to RJD on November 20.

Send a copy to the Financial Director if cost of item is over \$1,500. Due to Director of Finance on November 30.

KEEP ONE COPY FOR YOUR RECORDS. SJD send copy to RJD; RJD and At Large Directors send copy to Executive Board; Executive Board exchange copies.