

NAWGJ Equipment Inventory Report Form

Name: _____ Date: _____

Region: _____ State: _____ Address: _____

Phone number: _____ Email: _____

Signature: _____

	Date of Purchase	Model Number	Serial Number	Purchase Price	Improvements and Costs	Location of Item	Date of Disposal	Reason for Disposal	Selling Price
1									
2									
3									
4									

Where do you keep NAWGJ records, including checkbook?
Address:
Location at above address (file cabinet in office, drawer in kitchen, file cabinet in garage, etc.) Be specific.
List financial items (checkbook, files, debit card, etc.)

- Please list all equipment still in your possession purchased with NAWGJ Funds with the original cost over \$1500.
- Equipment items purchased with cost over \$1500 should be on the list until disposed.
- Equipment items that were disposed should be noted.
- If equipment was added, please include the approved minutes from the state committee meeting.

Inventory Report Form Due on **November 20th**.

SJD – send copy to RJD.
 RJD, At-Large Directors send copy to Executive Committee.
 Executive Committee - exchange copies.
 Keep a copy for your records.