

4-H Property Inventory Sheet

Instructions: Use this form to document tangible assets owned by your 4-H club or organization

- Inventory on **Category I** items (consumable, low replacement value, low risk) can be maintained by the 4-H club or organization. These items are not insured by USU.
- Inventory on **Category II** items (non-consumable, high replacement value, medium to high risk) must be maintained at the Extension Office. These items are in the care, custody and control of the 4-H Agent and are insured by USU.
- **Category III** items (high replacement value, high risk) are the property of USU and must be inventoried in the University system. Contact the State 4-H Office for information.
- **All tangible assets** should be identified by either a sticker or inscription with the 4-H club or organization's name and other appropriate information. The existence, ownership, condition and location of items should be updated annually

Club Name _____ **Leader's Name** _____ **Inventory Date** _____

Description of Property	ID #	Manufacturer	Model #	Serial #	Date Acquired	Place of Storage	Date of Disposal

Please Note: You may choose to keep additional records such as titles, receipts, letters of acknowledgement, maintenance agreements, etc. Keep all records in a safe location protected from fire, water damage or other hazards.