Virginia Cooperative Extension
Virginia Tech • Virginia State University

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# 4-H Property Inventory Report Form

Instructions: Use this form annually 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 Virginia Tech.
- 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 Virginia Tech.
- **Category III** items (high-replacement value, high-risk) are the property of Virginia Tech and must be inventoried in the university system. Contact the State 4-H Youth Development 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 must be updated annually.

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

| Description of Property | VT Inventory # | Manufacturer | Model # | Serial # | Date Acquired | Place of Storage | Date of Disposal |
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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.



*18 USC 707

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