**Family Resource/Youth Services Center Inventory Tracking Form**

 The Contract between the Cabinet for Health and Family Services and the School District providing for FRYSC funding includes a section with specific inventory requirements for items purchased with state funds**\***. (See Section 4.33 (1) – “Property Control Ledger/Logs – Inventory Tracking”).

 Your center inventory should include all of the information contained in this sample inventory form and be updated annually. You can use an alternative format (e.g. your district inventory form) as long as it also contains all of the information required.

1. Property Tag Number – The tag number assigned by your school or district to a piece of equipment in your center (if available)
2. Equipment Serial Number – The serial number given to the equipment by the manufacturer.
3. Description of the item – Any description that may help to identify the item, its purpose and primary users. Please note if the item is leased (e.g. a leased copier)
4. Value of item – Cost at time of purchase. You can estimate if exact cost is not known – please write “estimate” by the amount.
5. Date of purchase – Purchase date
6. Fund source – The funding source used to purchase the item (i.e. state funds, district funds, donation, etc.)
7. Location of item –If the item is located outside of the center but *within* the school, write the name and room number. If item is at another location *outside* of your school(s), include name of building and its address.
8. Name of individual responsible for the item – List name

**\*Note:** Although the actual Contract requirement is for items purchased with state funds, it is highly recommended that all items (non-consumable) in your center be listed. This is so you will have an accurate accounting for insurance purposes in the event you need to replace items due to theft, accident or natural disaster.

Examples

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| --- | --- | --- | --- | --- | --- | --- |
| **Name and Description of item****Example** | **Property tag number and Serial number** | **Value of item/lease cost**  | **Date of purchase/lease** | **Fund source** | **Location of item (include address if different)** | **Responsible person**  |
| *Corner computer desk with 2 shelves – used by FRC center staff* | *ACS-02-596Q/No serial number known* | *$199.99* | *Sept. 2001* | *District funds* | *FRC* | *FRC Coordinator* |
| *Portable TV/DVD player for parent and student education – used by center staff* | *ACS-02-HYF89234/Sanyo J6F2471* | *$129.95* | *2010* | *FRYSC state funds* | *Smith Elementary Library (Room #10)* | *FRC Coordinator* |
| *Two-cushion loveseat with blue flowered upholstery - used by center visitors*  | *No tag/No serial number known* | *$150.00 estimated* | *n/a* | *Community donation* | *FRC* | *FRC Coordinator* |
| *Apple I-Pad 8 – white- for FRC coordinator use only* | *ACS-51-234BMR/Apple PYJ9876* | *$399.99* | *Unknown – given to FRC 8/14* | *District tech funds* | *FRC* | *Library Media Center coordinator* |
| *Canon Copier S500 (leased) – used by center staff only* | *ACS-02-yt7r45w/Canon pk89lj654* | *$500./year* | *October, 2012* | *FRYSC state funds* | *FRC* | *FRC Coordinator* |