**Family Resource/Youth Services Center Inventory Tracking Form January. 2020**

 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* |

**FRYSC Inventory Tracking Form Center Name: Todd County YSC Date: 1/21/2020 January 21, 2020**

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| **Name and Description of item** | **Property tag number/serial number** | **Value of item/lease cost** | **Date of purchase or lease** | **Fund source** | **Location of item (include address if different)** | **Responsible person**  |
| Dell Desktop Computer System | 8GB5WC1 Optiplex 745 | 1077.00 | May 2007 | YSC | TCCHS YSC | Kelli Templeman |
| IPAD 4 32GB with Red Case | 83240 | 650.00 | June 2013 | YSC | TCCHS YSC | Kelli Templeman |
| Power Backup | WCAU4A932527 | 118.30 | 2008 | YSC | TCCHS YSC | Kelli Templeman |
| Dell Computer Speakers | CN-OC1378-37174-71M-008Z | Inc. with Dell | May 2007 | YSC | TCCHS YSC | Kelli Templeman |
| Wireless Mouse Red/Black | 4418A-MR0039 Logitech | 30.00 | 2013 | YSC | TCCHS YSC | Kelli Templeman |
| Dymo Label Maker | Label Manager 150 | 50.00 | May 20, 2006 | YSC | TCCHS YSC | Kelli Templeman |
| HP Deskjet 6540 | MY45TIRIWT | 400.00 | 2002 | YSC | TCCHS YSC | Kelli Templeman |
| Black & Decker Paper Shredder | CC800 | 60.00 | 2010-2011 | YSC | TCCHS YSC | Kelli Templeman |
| Wall Info Hanger Clear |  | 300.00 | June 2010 | YSC | TCCHS YSC outside | Kelli Templeman |
| Wire Info Stand Black |  | 170.56 | Dec. 1995 | YSC | TCCHS YSC outside | Kelli Templeman |
| Digital Camera | Cannon SD 630 | 399.99 | May 2006 | YSC | TCCHS YSC  | Kelli Templeman |
| Panasonic Digital Recorder | DK7GA002118R | 60.00 | Sept. 2007 | YSC | TCCHS YSC | Kelli Templeman |
| Dell Laptop | 60NBD12/TC 15332 | 1550.00 | 2014 | YSC | TCCHS YSC | Kelli Templeman |
| Lexmark X342n | 2G2MM02B4036-910 | 276.67 | 2012 | YSC |  TCCHS YSC |  Kelli Templeman |
| 3 Drawer File Cabinet Hon-gray | M4FE1H | 500.00 | 2003 | YSC | TCCHS YSC | Kelli Templeman |
| 2 Drawer File Hon-gray | MKR7Y0 | 500.00 | 2003 | YSC | TCCHS YSC | Kelli Templeman |
| 2 Drawer File Cabinet – cream |  | 80.00 | 2001 | YSC | TCCHS YSC storage room | Kelli Templeman |
| CD Player Memorex |  | 30.00 | 2013 | YSC | TCCHS YSC | Kelli Templeman |
| Avaya Telephone System | 13N540111139 | N/A | 2014 | TC BOE | TCCHS YSC | District Office |
| Avaya Telephone System | 13N539510300 | N/A | 2014 | TC BOE |  TCMS YSC | District Office |
| Hon Black Storage Cabinet | C4R876 | 160.50 | June 2006 | YSC | TCCHS YSC | Kelli Templeman |
| Hon Black Lateral File Cabinet | C8NH6B | 311.00 | May 2006 | YSC | TCCHS YSC | Kelli Templeman |
| Hon Black Book Case |  | 150.00 | June 2006 | YSC | TCCHS YSC | Kelli Templeman |
| White Shelving |  | 20/ea | 2003 | YSC | TCCHS YSC | Kelli Templeman |
| Desk Hon | M081U9 | 350.00 | 2004 | YSC |  TCCHS YSC | Kelli Templeman |
| Computer Desk Hon | Corner Desk | 375.00 | 2004 | YSC  | TCCHS YSC | Kelli Templeman |
| 2 gray/black office chairs | CA 33813 RC | 200.00 | June 1999 | N/A | TCCHS YSC | Kelli Templeman |
| 1 Desk Chair | CA 36929 RC | 250.00 | 2004 | N/A | TCCHS YSC | Kelli Templeman |
| 2 white/gold lamps |  | 100.00 | 1998 | N/A | TCCHS YSC  | Kelli Templeman |
| 1 Black Lamp/white shade |  | 25.00 | 1999 | N/A |  TCCHS YSC |  Kelli Templeman |
| 1 Desk Lamp Table |  | 45.00 | 2001 | YSC | TCCHS YSC | Kelli Templeman |
| **Name and Description of item** | **Property tag number/serial number** | **Value of item/lease cost** | **Date of purchase or lease** | **Fund source** | **Location of item (include address if different)** | **Responsible person**  |
| Papasan Wicker Chair |  | 200.00 | 1996 | YSC | TCCHS YSC | Kelli Templeman |
| Green Cushion Papasan |  | 60.00 | 2015 | Donation | TCCHS YSC | Kelli Templeman |
| Peavey XM4 Mixer Amp | CG213267 | 480.00 | 1996 | YSC | TCCHS gym sound room | Kelli Templeman |
| 2 amp speakers Peavey | 08451882 & 08451881 | 450.00 | 1996 | YSC | TCCHS gym sound room | Kelli Templeman |
| Brown Table | n/a | n/a | n/a | In house donation | TCCHS YSC | Kelli Templeman |
| 3 gray plastic shelf towers |  | 12.50/ea | 2004 | YSC | TCCHS YSC | Kelli Templeman |
| GE Brown Refrigerator | DR103898 | n/a | n/a | n/a | TCCHS YSC | Kelli Templeman |
| GE microwave | AH904741B | n/a | 1993 | Donated | TCCHS YSC | Kelli Templeman |
| Quartet Display Case (outside office) |  | n/a | n/a | YSC | TCCHS YSC  | Kelli Templeman |
| Small tan table (outer office covering refrigerator) |  | n/a | n/a | YSC | TCCHS YSC  | Kelli Templeman |
| Flip Chart Easel/Dry Erase |  | 132.50 | June 2006 | YSC | TCMS Room 5 21st Century | Kelli Templeman |
| Bulletin Board Display | Gray/Silver | 150.00 | 2000 | YSC | TCCHS YSC | Kelli Templeman |
| 2 Indestructible tables | Iceberg | 59.95/ea | 2007 | YSC | TCCHS YSC | Kelli Templeman |
| 8 bifold tables |  | 180.99 | 2007 | YSC |  Red Storage Build. TCCHS |  Kelli Templeman |
| Fatal Vision Goggle Pack |  | 595.00 | 2007 | YSC | TCCHS YSC | Kelli Templeman |
| TEG/TAP Starter Kit |  | 1846.75 | 2007 | KYASAP/ Champions | TCCHS YSC | Kelli Templeman |
| Rolling File Cart with File box |  | n/a | n/a | n/a | TCCHS YSC | Kelli Templeman |
| 2 Medium Rolling Cooler-Gray/white |  | 60/ea | 2008 | YSC | TCCHS YSC/TCMS  | Kelli Templeman |
| 2Medium Cloth coolers – red |  | 50/ea | 2009 | YSC | TCCHS YSC/TCMS  | Kelli Templeman  |
| Global Leather Desk chair | 69A7014 | 200.00 | 1998 | YSC |  TCMS YSC | LeAnn Russell |
| Shred Star Shreddar | X5 ASM | 30.00 | 2012 | YSC | TCMS YSC | LeAnn Russell |
| Refrigerator Black & Decker | BS00YIE0100BKAAL5812 | 50.00 | 2009 | YSC | TCMS YSC | LeAnn Russell |
| 2 chairs for office – red cloth |  | n/a | n/a | n/a | TCMS YSC | LeAnn Russell |
| 1 chair/couch set-tan/peach |  | n/a | n/a | Donated | TCMS YSC | LeAnn Russell |
| Large Brown/Black Tables x 2 |  | n/a | n/a | TCMS | TCMS YSC | LeAnn Russell |
| Coffee Maker GE (40 cup) |  | 50.00 | 2010-2011 | YSC  | TCMS YSC | LeAnn Russell |
| 1 Dry Erase Smart Board |  | n/a | n/a | N/A | TCMS YSC | LeAnn Russell |
| VCR/DVD Combo | Samsung V5650B | n/a | Donation | N/A | TCMS YSC | LeAnn Russell |
| ETC YSC Sign (outside office) |  | 75.00 | June 2010 | YSC | TCCHS YSC  | Kelli Templeman |
| Microwave Sanyo |  | n/a | n/a | N/A |  TCMS YSC | LeAnn Russell |
| **Name and Description of item** | **Property tag number/serial number** | **Value of item/lease cost** | **Date of purchase or lease** | **Fund source** | **Location of item (include address if different)** | **Responsible person**  |
| Digital Camera Sony | Cybershot 533562 | 130.00 | 2002-2003 | YSC | TCMS YSC | LeAnn Russell |
| Terawood Bookcase 4 shelves |  | 400.00 | 2000 | YSC | TCMS YSC | LeAnn Russell |
| Cherry lateral File 2 drawer |  | 400.00 | 2001 | YSC | TCMS YSC | LeAnn Russell |
| Terawood 2 shelf bookcase |  | 450.00 | 2001 | YSC | TCMS YSC | LeAnn Russell |
| Tan Bookcase 4-5 shelves |  | 150.00 | 1996 | YSC | TCMS YSC | LeAnn Russell |
| Info Center/Stand |  | 298.36 | June 2006 | YSC | TCMS YSC | LeAnn Russell |
| Dell computer Desktop System with speakers | 1681OC-tower; CN0D319J-74261-912-A06L – monitor | 789.00 | 2009 | YSC | TCMS YSC | LeAnn Russell |
| Dell laptop | 4WBTQ32 | 1000.01 | 2015 | YSC | TCMS YSC | LeAnn Russell |
| 2 4Drawer File Cabinet | HON 3LBR66/3BSQ1K | 200/ea | 2010-2011 | YSC | TCMS YSC | LeAnn Russell |
| 2 large Storage Cabinets HON | C0BLH7/M11VHE | 284/ea | 2005-2006 | YSC | TCMS YSC | LeAnn Russell |
| FRYSC Toolkit |  | 250.00 | 2006 | YSC | TCCHS YSC  | Kelli Templeman |
| TV/VCR RCA | Tv-F25209WT; VCR-545563228 | 350.00 | 1996 | YSC | TCMS YSC | LeAnn Russell |
| TV/VCR Cart Black |  | 75.00 | 1996 | YSC | TCMS YSC | LeAnn Russell |
| Cart Black |  | n/a | n/a | TCMS | TCMS YSC | LeAnn Russell |
| Coat Rack-wood |  | 50.00 | 1997 | YSC | TCMS YSC | LeAnn Russell |
| Cannon SD 750 Digital Camera | 4423328130 | 264.44 | 2007-2008 | YSC | TCMS YSC | LeAnn Russell |
| 1 microphone | Wired | n/a | n/a | Ysc | TCCHS Storage room YSC | Kelli Templeman |
| Printer Lexmark MS312dn | 15580 | 132.00 | 2014 | YSC | TCMS YSC | LeAnn Russell |
| 1 square bulletin board |  | 33.99 | 1996 | YSC | TCMS YSC | LeAnn Russell |
| 1 Square bulletin Board |  | 44.99 | 1996 | YSC |  TCMS YSC | LeAnn Russell |
| 1 Square Bulletin Board |  | 60.98 | 1995 | YSC | TCMS YSC | LeAnn Russell |
| Life Skills Material |  | 4000+ | 2010 | KYASAP | TCMS YSC | LeAnn Russell |
| CD Player | Duraband Cd-1493 | n/a | 2006 | n/a | TCMS YSC | LeAnn Russell |
| Refrigerator small | GE | $60.00 | 2019 | YSC | TCMS YSC | LeAnn Russell |
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