

FIRST BAPTIST CHURCH OF DISTRICT HEIGHTS

PHYSICAL COUNT INVENTORY SHEET FOR

ITEM #	[LOCATION]WHERE ITEM IS KEPT	DESCRIPTION	QTY	MODEL/BRAND	SERIAL NUMBER	STOCK NUMBER	YEAR PURCHASED	VALUE OF ACQUISITION (\$)	IF NEEDED (v)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									

PHYSICAL COUNT BY
(NAME & SIGNATURE)

WITNESS (MIN. LEADER)
(NAME & SIGNATURE)

APPROVED BY (MEMBER OF TRUSTEE)
(NAME & SIGNATURE)