

**FIRST BAPTIST CHURCH OF DISTRICT HEIGHTS  
INVENTORY INPUT FORM**

Prepared By (Name & Ministry) ..... Date .....

*Please check the appropriate box and complete the needed section Only*

ADD AN ASSET [A]     TRANSFER AN ASSET TO ONE MINISTRY [B]     RETIRE AN ASSET [C]

**SECTION A (ASSET ADDITION)**

Item Description ..... Manufacturer.....

Model Number ..... Serial Number .....

Warranty YES ..... NO.....    *If Yes*    From ..... To.....

Funding Source     Donation     Purchased by Church

*If donated: By*.....

Condition of Asset ..... Estimated Cost For Asset \$ .....

FBCDH Asset Identification Number ( *If Allocated* ) ..... Location .....

**SECTION B ( TRANSFER OF ASSET TO OTHER MINISTRY)**

Asset Description ..... Manufacturer .....

Model Number ..... Serial Number .....

FBCDH Asset Identification Number ( If Any ) .....

Name Of Initial Ministry Custodian Of Asset .....

Name of New Ministry Custodian Of Asset .....

Authorization By ( Name & Signature of Trustee) .....

**SECTION C ( RETIRE ASSET)**

Asset Description ..... Manufacturer .....

Model Number ..... Serial Number .....

FBCDH Asset Identification Number ( If Any ) .....

Reason For Retiring    Strutural Damage [ ]    Unreparable [ ]    Not Useful [ ]    Other (.....

Final Action Taken    Dispose Off [ ]    Donate [ ]

Authorization By ( Name & Signature of Trustee) .....