

INVENTORY FORM EXPLAINED:

- A. **ITEMS** : It refers to things/assets to be inventoried.
- B. **QUANTITY**: It refers to the number of items to be inventoried.
- C. **DESCRIPTION**: It refers to the features(wood, steel ,plastics) and condition of the item(s) being inventoried. In the case of antiques, pictures are required for additional identification.
- D. **YEAR ACQUIRED**: It refers to the date when the item was purchased.
- E. **PROPERTY NUMBER** : It refers to an identification system of sticking a tag in every item for proper accountability. Numbering shall depend on what kind of property is being counted and where it is located. Find below are the prefixes to be used for proper tagging:
- F. **ACQUISITION COST**: It refers to the monetary value (whether exact or estimate) on the basis of existing receipts/ invoices and deed of donation (if there is any). Find below are the prefixes to be used for proper tagging:

D.1. Classification:

- R.I.** means religious icon, images, vessels and artifacts.
- M.E.** means machineries and equipment (ex. Aircons, refrigerators, water pump etc)
- F.F.** means furnitures & fixtures (ex. Tables, chairs, sofas, etc.)

D.2. Location:

- C.P.** means Main Church
- C.H.** means barrio chapel
- C.V.** means convent
- C.O.** means church office

D.3. Number:

Each item shall be numbered and start with number 1

EXAMPLES:

- A. Generator which is located in the church stock/storage room.
- B. Dining Table located at the convent.
- C. Statue of St. Augustine located in the church.

The assigned tag numbers are as follows:

- A. **GENERATOR** **ME-CP-0001**
- B. **DINING TABLE** **FF-CV-0001**
- C. **ICON** **RI-CP-0001**