

## Personal Inventory Form Instructions and Definitions

The form is self explanatory. Please feel free to modify it to fit your specific needs. Here is how a sample entry may look:

Name Al Ross

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**Item No.** 001 **SD#JPEG** 11-0412

**Make** CC Radio

**Model** SW

**Desc.** AM/FM/SW Receiver

**S/N** F11100609

**Disp.** FS **Val.** \$75 **Date** 9/19

*place 2" x 3" photo here*

**Loc.** Garage **Man.** Y **Cat.** Radio

**Repair** Y **Completed**       

**Notes** AM Band stops after a few min.

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Defintions: **SD#JPEG** = SD card # followed by the JPEG # on that card

**Disp.** = disposition instructions; **FS** = for sale; **DGW** = donate to Goodwill; **GT** = gift to (name)

**Man** = manual; **Y**= yes; **N** = no

**Cat** = category; other categories may include Tools, Test Equip.,TV, Parts

**Repair** = Does item need repair? Y or N

**Completed** = Date when repair was finished

**Notes** = Any additional information e.g. New or Used (**U**), when or where acquired, condition, update any disposition information e.g. "sold" or "donated" along with the date

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Once complete, the forms may be kept in a 3-ring binder. A copy of each page may be stored in a safe deposit box.