

INVENTORY ACCOUNTABILITY FORM

Local PTA Units shall take inventory on a yearly, if not monthly, basis. This allows the PTA to know what assets it has and the value of that inventory as of the date on the form. Inventory includes items such as t-shirts, prizes, gifts, donated items, food, decorations, and more. Take all necessary steps to avoid theft and fraud with the PTA.

 Date of Inventory Person #1 doing inventory count Person #2 doing inventory count

Quantity	Value	Name	Item Description	Note

Number of pages of Inventory Accountability Form: Page _____ of _____ total pages.
 We agree to the findings of this Inventory Accountability Form:

 Date of Inventory Person #1 Signature Person #2 Signature

This Inventory Accountability Form shall be presented at the next Board Meeting and filed with the Treasurer and Secretary as part of the official record of the PTA.