

INVENTORY ACCOUNTABILITY FORM

Local PTA Units should 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. 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	Item Description or 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.