Theft-Sensitive Non-Equipment Tracking Log

Instructions: Use this form to record the initial inventory and ongoing usage of items that may be considered "theft-sensitive." Use one log sheet for any quantity of an item, and record the disposition of the item over time (date/reason/quantity added or removed, remaining inventory, initials of person changing the quantity and of person approving the disposition (if applicable according to department procedures), and add any applicable notes. See page two for sample log and entries.

Item name:	Department:
Description of a single unit (e.g., bag, bottle, box):	Storage Location:

Date	Description of Use	Quantity In	Quantity Out	Balance	By	App. By	Notes
	Initial Inventory						

Theft-Sensitive Non-Equipment Tracking Log

Instructions: Use this form to record the initial inventory and ongoing usage of items that may be considered "theft-sensitive." Use one log sheet for any quantity of an item, and record the disposition of the item over time (date/reason/quantity added or removed, remaining inventory, initials of person changing the quantity and of person approving the disposition (if applicable according to department procedures), and add any applicable notes. See page two for sample log and entries.

Item name: *Wine-Gainey Vineyards Merlot*	Department: *Alumni Association*
Description of a single unit (e.g., bag, bottle, box): *750ml bottle*	Storage Location: *Mosher House, Office 320*

Date	Description of Use	Quantity In	Quantity Out	Balance	By	App. By	Notes
1/2/18	Initial Inventory	48		48		JS	From Costco
1/15/18	Alumni Event		12	36	JD	JS	
1/16/18	Alumni Event	4		40	AK	JS	Return unused
1/22/18	Destroyed		2	38	FI	JS	Broke two bottles
1/31/18	Inventory Audit			38	JS	AD	Routine audit