## PROPERTY INVENTORY CONTROL LOG

### Column Headers
- **ITEM CONTROL NUMBER**
- **ITEM NAME AND DESCRIPTION**
- **SERIAL/MODEL NUMBER**
- **ACQUISITION DATE**
- **UNIT COST**
- **Source of Asset**
- **% FEDERAL PARTICIPATION**
- **GRANT TYPE/YEAR**
- **LOCATION OF PROPERTY**
- **PROPERTY PURPOSE**
- **CONDITION OF PROPERTY (N=NEW, G=GOOD, F=FAIR, P=POOR)**
- **NAME OF TITLE HOLDER**
- **DISPOSITION DATE/FAIR MARKET VALUE**

### Instructions
- Conduct physical inventory at least once every two years
- Ensure adequate equipment maintenance procedures
- Control system must ensure adequate safeguards to prevent loss, damage or theft
- Disposition - see procedures in OJP Financial Guide
- Use Vehicle Identification Number (V.I.N.) in place of serial numbers for motor vehicles