

**ABATE OF OHIO, INC.**  
**PROPERTY INVENTORY LIST**

**Characteristics:**

1. Category: Board.
2. References: Bylaws Article VI: General Property and Finance, Section 1: Property of ABATE of Ohio, Inc.
3. Purpose: To keep a complete and up-to-date inventory of ABATE property.
4. Audience: All officers.
5. Required? Yes.
6. PDF Format: [Click Here to Download](#).  
Excel Format: [Click Here to Download](#).

**Directions:**

1. Property Level:
  - a. State – check for state level property.
  - b. Region – check for region level property. Indicate region number.
  - c. County – check for county level property. Indicate region number (above) and county name.
2. For each item on the inventory:
  - a. Date Acquired – date the item was acquired in mm/dd/yy format.

- b. Description and Model Number – noun plus adjective(s) describing item, including manufacturer name and manufacturer model number.
- c. Serial Number and Notes – manufacturer serial number and any additional notes for item.
- d. In Possession Of – Name of person responsible for item or description of location plus physical address.
- e. Date Audited – date the item was last verified in mm/dd/yy format.

**Special Cases:**

1. Inventory audit needs to be completed with the seating of a new board.
2. Property Transfer (F003) should be used as needed.

**Handling:**

1. County level property is reported to the region and combined with region level property.
2. Region level property is reported to the State Treasurer.