Physical Inventory Worksheet Instructions
Verify all information and include if missing from worksheet.

1. **Property No.** which is the AG #; check if metal tag or bar code present.
2. **State Property No.** which is the E# or F#; check if metal tag is present.
   (E# on non-vehicles; F# on vehicles)
3. **Serial No.** is correct or if missing from worksheet add to worksheet.
4. **Location:** Fire Department name
5. **Housed:** in building or under shed
6. **Mileage or Hours:** current
7. **License plate #:** (if applicable)
8. **Make:**
9. **Model Year:**
10. **Model:**
11. **Agreement Date:** IGNORE
12. **Description:** Check to see if item fits into this broad description type; if not make note in Condition status/comments space
13. **Condition- Status- Current / projected use- comments:**
    Please note if not in use and notify Fire Chief that such equipment is required by the FD to return to SCFC headquarters in Columbia.
14. **Registered -** IGNORE
15. **Insured –** IGNORE
16. **Coop Decal** – Loaned by SCFC sticker must be visibly displayed on all vehicles
   a. **Must be visible on both sides of vehicle;** stickers available in Columbia.
17. **ISO Rating –** IGNORE
18. **PPE available -** IGNORE
19. **Inventoried by:** SCFC employee name
20. **Date:** of visual inspection

Must see item to make comment-If not there please make note; if FD rep says transferred make note but still need to see item in person to verify inventory and that the transfer actually occurred. If says turned into Columbia please check with Columbia to confirm.