

# ITCA Check Inventory Log

**BOX NUMBER:** \_\_\_\_\_

**Date Received from ITCA:** \_\_\_\_\_ **Signature of Receiving Staff Person:** \_\_\_\_\_

**SECTION 1: MONTHLY INVENTORY**

This section must be completed each month by two staff to confirm the inventory of the box. The reams are counted for open boxes only that have had reams removed. Each staff person must initial after confirmation on the same date.

Date Inventory Completed	Status	Number of Reams in Box (if Partial)	Initials of 1 <sup>st</sup> staff	Initials of 2 <sup>nd</sup> staff	Notes
	<input type="checkbox"/> Full Box <input type="checkbox"/> Partial Box				
	<input type="checkbox"/> Full Box <input type="checkbox"/> Partial Box				
	<input type="checkbox"/> Full Box <input type="checkbox"/> Partial Box				
	<input type="checkbox"/> Full Box <input type="checkbox"/> Partial Box				
	<input type="checkbox"/> Full Box <input type="checkbox"/> Partial Box				
	<input type="checkbox"/> Full Box <input type="checkbox"/> Partial Box				
	<input type="checkbox"/> Full Box <input type="checkbox"/> Partial Box				

**SECTION 2: REAMS REMOVED LOG**

This section must be completed each time a ream of checks is removed from a box.

Date Removed	Staff Initials	New Location	Notes

**SECTION 3: FINAL DISPOSITION**

Mark one of the following:

- All reams of check stock in box used/removed.
- Box/reams returned to ITCA. If not full box, enter number of reams returned: \_\_\_\_\_
- Transferred to \_\_\_\_\_ (enter name of agency).

**Box Removed from Inventory Date:** \_\_\_\_\_ **Staff Signature:** \_\_\_\_\_