# RESOURCE INVENTORY & CUSTODY LEDGER

| FORM REVISION | PRIVACY | REVIEW CADENCE |
|---|---|---|
| 1.0 | Operational; avoid unnecessary personal data | Update at receipt, transfer, issue, and reconciliation |

Shared resources create accountability obligations. Track custody and condition without turning the inventory into a political membership list or publishing sensitive storage details.

## INVENTORY REGISTER

| Item / resource | Source / donor category | Qty received | Unit | Steward / location code | Restricted use? | Date |
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## ISSUE / TRANSFER LOG

| Date/time | Item | Qty out / in | From / to function | Authorized by | Balance | Condition / notes |
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## RECONCILIATION

**Last physical count date**

**Person(s) reconciling**

**Discrepancies**

**Damaged / expired / unusable items**

**Corrective action**

**Next reconciliation date**

# RESOURCE INVENTORY & CUSTODY LEDGER

## CUSTODY RULES

- [ ] Use function or service categories instead of political or ideological labels.
- [ ] Protect exact storage details if disclosure creates theft or safety risk.
- [ ] Separate authorization, custody, and recordkeeping when practical.
- [ ] Document losses, breakage, disposal, and exceptions.

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**Source basis:** Built To Resist neighborhood, aid, and rebuilding chapters.
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