

CONTENTS INVENTORY

MINISTRY NAME: _____

STORAGE DATE: _____

HOW OFTEN WILL THE CONTENTS BE ACCESSED?

- Monthly
- Quarterly
- Semi-annually
- Annually
- Not under my leadership term
- Other - _____

PRINT YOUR NAME: _____

STORAGE NOTES:

- All items to be held in storage must be clearly labeled with the name of the Ministry and a one-word description of the contents (books, fundraiser, etc.).
- All items to be held in storage must be placed in the proper ministry's assigned location.
- If you have any questions or concerns, please consult with the Parish Administrator.