### INVENTORY

**Project Name: {Insert project name}**

**Lead Organisation: {Insert Lead organisation name}**

*FCDO considers any equipment and/or supplies purchased in part of fully from FCDO funds as project assets if they have a useful life of more than one year; and either (1) the purchase price or development cost of the asset is in excess of £500 or equivalent in local currency; or (2) is a group of lower value items (e.g. pharmaceutical products, food, relief packs, etc.) where the combined value is in excess of £500 or equivalent in local currency; or (3) can be considered an attractive item regardless of cost (e.g. mobile phones, cameras, laptops, tablets, satellite phones, vehicles, etc.).*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item no. | Serial no. | Date of purchase(dd/mm/yy) | Description(Make and Model)  | Purchase value(£) | Location | Responsible person | Anticipated years of life | Disposal date (dd/mm/yy) | Reason for disposal (if applicable) |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

On behalf of **{insert name of lead organisation}** I certify that this inventory is up to date and correct following a physical check on all project assets. The physical check commenced on **{XX Month 20XX}** and was completed on **{XX Month 20XX}**. I have the authority to sign this on behalf of **{insert name of lead organisation}**.

|  |  |
| --- | --- |
| **Signature:** |  |
| **Name:** |  |
| **Job Title:** |  |
| **Date:** |  |