



Food Assistance - Annual Inventory Report

Instructions for Section 1: Active Inventory

A yearly inventory must be taken of all equipment, with a purchase price of \$5,000 or more per unit, using Food Assistance (FA) funds (ARRA, CSFP, EFAP, TEFAP, & TMP), regardless of the percentage FA paid. Section 1 - Active Inventory includes new purchases (including information technology systems) having a useful life of more than one year, as well as past purchases. All new purchases require prior approval from FA using AGR Form 609-2204. If you are a new contractor or have a new county make sure to report any transfer of equipment. A physical inventory must be taken and reconciled with equipment records once every two years.

Note: Contractors are responsible for reporting all subcontractor inventory, as applicable. List each piece of equipment separately.

Contractor Name:							Contract Number:		
Contact Name:				Title:			Phone:		
SECTION 1: ACTIVE INVENTORY									
Purchase Date:	Item:	Description:	Identification:	Condition:	Unit Cost:	Percent of Total Cost:	FA Funding: (list all that apply)	Physical Location:	Agency Title Holder:
<i>Month/Year</i>	<i>Item purchased</i>	<i>Type of equipment; brand; size; for vehicles: make, model, year</i>	<i>Serial and/or VIN #</i>	<i>G=Good, F-Fair, P=Poor, S=Scrap/Salvage</i>	<i>Round to the nearest dollar</i>	<i>% per FA funding type</i>	<i>A=ARRA, C=CSFP, E=EFAP, T=TEFAP, M=TMP</i>	<i>City</i>	<i>Agency Name</i>
Total Cost of Items:									

Email this form to your regional representative or to foodassistance@agr.wa.gov



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Instructions for Section 2: Inventory Disposition

A yearly inventory must be taken of all equipment, with an original purchase price of \$5,000 or more per unit, using Food Assistance (FA) funds (ARRA, CSFP, EFAP, TEFAP, & TMP), regardless of the percentage FA paid. Section 2 - Inventory disposition includes only disposition of equipment actions that occurred since the last annual inventory report was submitted to FA. All disposition actions require prior approval from FA using AGR Form 609-2203. If you are a new contractor or have a new county make sure to report any transfer of equipment.

Note: Contractors are responsible for reporting all subcontractor inventory, as applicable. List each piece of equipment separately.

Contractor Name:							Contract Number:		
Contact Name:				Title:			Phone:		
SECTION2: INVENTORY DISPOSITION									
Disposition Date:	Item:	Description:	Identification:	Condition:	Sale Price or Value:	Percent of Total Cost:	FA Funding: (list all that apply)	Disposition Type:	Agency Title Holder:
<i>Month/Year</i>	<i>Item purchased</i>	<i>Type of equipment; brand; size; for vehicles: make, model, year</i>	<i>Serial and/or VIN #</i>	<i>G=Good, F-Fair, P=Poor, S=Scrap/Salvage</i>	<i>Round to the nearest dollar</i>	<i>% per FA funding type</i>	<i>A=ARRA, C=CSFP, E=EFAP, T=TEFAP, M=TMP</i>	<i>S=Sold, S/S= Scrap, T=Transferred, T/I=Trade-in, L/S=Lost/Stolen</i>	<i>Agency Name</i>
Total Cost of Items:									

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