**A close up of a logo

Description automatically generated**

**Society Inventory**

**Society Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_**

**Some societies will need to complete an inventory of their equipment for insurance purposes.**

If your society has purchased equipment from Guild funding, you'll need to complete an inventory. This does not include equipment that you have fundraised for or that members have contributed to themselves.

Please complete your inventory [here](https://ucbguild-my.sharepoint.com/pageassets/opportunities/resourcehub/howto/inventory/Society-Inventories.xlsx), and e-mail it to <society.support@ucbguild.co.uk>.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Equipment Held** | **Quantity** | **Year**  **Purchased** | **Cost**  **(Approx)** | **Condition of Equipment**  **(Excellent/Good/Poor)** | **Where Stored\*** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

\*Equipment is not insured unless it is stored on UCB property