



Quaker Springs Fire District #1  
107 Blodgett Road  
PO Box 67  
Schuylerville, NY 12871  
518-584-3349

## PHYSICAL INVENTORY UPDATE FORM

This form must be completed for any item that is disposed of.

This form must be completed for any item that is acquired (other than items that were purchased by the district or department.) For example: donations.

Place completed forms in the District Secretary / Treasurer mailbox.

### ADD TO INVENTORY:

Description of item: \_\_\_\_\_  
\_\_\_\_\_

How / where was this item acquired: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date acquired: \_\_\_\_\_

### DELETE FROM INVENTORY:

Description of item: \_\_\_\_\_  
\_\_\_\_\_

How was item disposed of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date disposed of: \_\_\_\_\_

Name of member completing form: \_\_\_\_\_