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| **Individual’s Name:** |  | **Agency Name:** |  |
| **Individual’s Address:** |  | **Date Inventory Started:** |  |

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| **Date purchased or given as a gift** | **Brand Name of Item** | **Item Serial or Model Number** | **Item Description** | **Purchase price or value of item if a gift** | **Staff initials** | **Date Item Discarded** | **Reason Discarded** | **Staff Initials** |
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