

PERSONAL ITEMS INVENTORY OF PRIESTS

Every priest is asked to make an inventory of his personal possessions. (It may be helpful to keep on file any invoices or bill of sales as proof of ownership.)

One copy should be on file in the parish office. One copy should be returned to **McRaith Catholic Center** along with the annual financial report.

The **PRESUMPTION** is that everything in the rectory/parish office belongs to the parish. This inventory should list what in fact belongs to you. Please list the name of the item as well as a short description and quantity. E.g., Color TV, Sony – 25”, 1; or Lazy Boy Recliner, Maroon, 1; etc.

Item	Description	Quantity
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

Name: _____

Parish: _____

Date: _____