



Harlow & Surrounding Areas
"Learn, Laugh, Live"

HARLOW U3A GROUP EQUIPMENT/ASSET INVENTORY

NAME OF GROUP - _____ FACILITATOR - _____

Item #	Description	Date Purchased	Cost	Storage Place
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

All equipment **must** be labelled as the property of Harlow U3A. Please contact your Groups Coordinator for a label. Please send a copy of this form to the Groups Co-ordinator every time it is updated. All items purchased with Group funds costing more than £20 and expected to last more than 1 year must be recorded.

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Form Updated June 7th 2020