



Hinds County

PROPERTY CLERK INVENTORY CHANGE

Instructions: This form is required to comply with regulations set by the Hinds County Inventory Department and the State Auditor. It is mandatory to fill out this form to designate a Property Control Clerk who will oversee the operational responsibilities of their respective department. Adhering to this compliance is essential for meeting legal requirements established by the State.

CONTACT INFORMATION

Full Name	Title	Department
Email	Phone	

PROPERTY INVENTORY CHECK-LIST

(The appointed Property Control Clerk must acknowledge and check the boxes to indicate completion.)

- Comprehend and Familiarize Yourself with the Property Control Handbook.
- Acquire Proficiency in Completing a Transfer Report
- Comprehend the Nature of a Property Clerk Inventory Sheet
- Abide by the Responsibilities of a Property Control Clerk

These tasks require an understanding of the procedures and protocols outlined in the Property Control Handbook.

SIGNATURES REQUIRED

Department Head	Signature	Date
Property Control Clerk	Signature	Date