



## Judicial Council of Georgia Administrative Office of the Courts

### AMERICAN RESCUE PLAN ACT (ARPA) FUNDING Inventory Worksheet Information and Instructions

#### Information

The Inventory Worksheet is a tool used to maintain accurate inventory records of the goods purchased using ARPA Grant Award funds and to confirm that the physical inventory count and financial records match. Submit the Inventory Worksheet with the monthly Reimbursement Request Form to report purchased equipment as tracked by invoices.

#### Instructions

In the Excel sheet, enter the information below on each month tab (January – December) as purchases are completed. Please note, if a security warning pops up about macros, please click to enable content. Also, do not submit the Inventory Worksheet if a purchase was not completed that month.

Column A:	Enter the name of the Vendor (company or business) from whom the product was purchased. The name of the Vendor should match the payee of the product on the invoice.
Column B:	Enter the description of the item purchased (i.e., Dell HP 2.0; HP LaserJet Printer; Ergonomic Office Chairs; 3-drawer file system; etc.).
Column C:	Enter the circuit's internal identification number (inventory number) referenced through procurement (if applicable).
Column D:	Enter the Invoice number shown on the purchased product's invoice sheet.
Column E:	Enter the Invoice Date shown on the purchased product's invoice sheet.
Column F:	Enter the Month that the circuit is requesting reimbursement.
Column G:	Enter the Purchase Order number on the purchased product's invoice.
Column H:	Enter the individual product's amount (unit price). This amount should match the price listed on the purchase order and the invoice.
Column I:	Enter the cumulative total (amount) for the product. This amount should match the invoice total.
Column J:	Enter the check number as shown on the check issued for the product(s) payment. This number should match the check number as provided on the General Ledger.
Column K:	Enter the calendar year of the ARPA Grant Award used to purchase the product.
Column L:	Enter the name of the person to whom the product is assigned (staff). This person should be listed on the ARPA Grant Award Budget and/or perform ARPA-related activities.
Column M:	Enter the date that product was assigned to the staff.
Column N:	Enter the date the product was removed from use.
Column O:	Do not enter any information. This column is for <b>AOC STAFF USE ONLY</b> .