

# Assessment

## Regulation: Series Four

Name \_\_\_\_\_

Use CR 4 and 4-1 to answer the following questions:

1. What is the correct format for numbering a requisition?
2. What is a Form 51?
3. What is a Form 51 used for?
4. What is an inventory?
5. How often must inventories be conducted?
6. What is a property book?
7. What is a stock record?
8. What is a requisition "suspense" file?
9. What is the correct procedure to fill in "0" quantities on a clothing record, requisition, inventory, or other supply document when more than one consecutive row of "0" quantities is being recorded?
10. What are the requirements for padlocks used on Cadet Corps storage containers?
11. Who is the Supervising State Property Custodian?
12. Who is the State Property Custodian?
13. What are the three columns with required entries on an inventory form?
14. Where does a cadet supply officer look to find the quantities of "issued" items on an inventory?
15. What is a Special Equipment Record/Hand Receipt used for?