

Supply Management

S-4

Requisition

Requisitions

To order cadet corps property use the following requisitions:

Form 40 - to order military uniform items

Form 40A/B - to order Quick Service Items

Form 42 - to order Special Issue Items

Individual Clothing Record
CACC Form 100

CLOTHING AND EQUIPMENT	auth	1	2	:
	Alw			
Belt, Black tip	1 ea	/		
Belt, Brass Tip	1 ea	/		
Boots, Black (Size _____)	1 pr	/		
Buckle, Black tip	1 ea	/		
Buckle, Brass	1 ea	/		
Cap, Class C (Size <i>Med</i>)	1 ea	/		
Cap, Garrison (Size <i>Med</i>)	1 ea	/		
Cord, Should, (Desc <i>Drill/In</i>)	1 ea	/		
Cord, Should, (Desc _____)	1 ea	/		
Insignia, CAL	1 ea	/		
Insignia, CORPS	1 ea	/		

Total # of items cadet is responsible for

Individual Clothing Record
CACC Form 100

CLOTHING AND EQUIPMENT	auth	1	2	:
	Alw			
Belt, Black tip	1 ea	/		
Belt, Brass Tip	1 ea	/		
Boots, Black (Size _____)	1 pr	/		
Buckle, Black tip	1 ea	/		
Buckle, Brass	1 ea	/		
Cap, Class C (Size <i>Med</i>)	1 ea	/		
Cap, Garrison (Size <i>Med</i>)	1 ea	/		
Cord, Should, (Desc <i>Drill/In</i>)	1 ea	/		
Cord, Should, (Desc _____)	1 ea	/		
Insignia, CAL	1 ea	/		
Insignia, CORPS	1 ea	/		

Size or rank will be recorded in pencil

Individual Clothing Record
CACC Form 100

CLOTHING AND EQUIPMENT	auth	1	2	:
	Alw			
Belt, Black tip	1 ea	/		
Belt, Brass Tip	1 ea	/		
Boots, Black (Size _____)	1 pr	/		
Buckle, Black tip	1 ea	/		
Buckle, Brass	1 ea	/		
Cap, Class C (Size <i>Med</i>)	1 ea	/		
Cap, Garrison (Size <i>Med</i>)	1 ea	/		
Cord, Should, (Desc <i>Drill/In</i>)	1 ea	/		
Cord, Should, (Desc _____)	1 ea	/		
Insignia, CAL	1 ea	/		
Insignia, CORPS	1 ea	/		

Forward slash (/) will indicate a zero balance for item

Stock Record
CACC Form 104

Supply Account: 376-00 Item Stock Number 34-006

Item Description: *Shirt, X-Size, Class B, Size Medium* Unit of Issue: *EA*

1	2	3	4	5	6	7	8	9
DATE	DOC # OR DESCRIPTION	DEBIT (Qty Recd)	CREDIT (Qty Disposed)	BALANCE TO UNIT	QTY ISSUED	QTY RETURNED	BALANCE ON HAND	DIFFERENCE
14 Sep 07	Req 0700-01	35		35	-	-	35	-

Description of the Item

Stock Record
CACC Form 104

Supply Account: 376-00 Item Stock Number 34-006

Item Description: *Shirt, X-Size, Class B, Size Medium* Unit of Issue: *EA*

1	2	3	4	5	6	7	8	9
DATE	DOC # OR DESCRIPTION	DEBIT (Qty Recd)	CREDIT (Qty Disposed)	BALANCE TO UNIT	QTY ISSUED	QTY RETURNED	BALANCE ON HAND	DIFFERENCE
14 Sep 07	Req 0700-01	35		35	-	-	35	-

The unit of Issue

Stock Record
CACC Form 104

Supply Account: 376-00 Item Stock Number 34-006

Item Description: *Shirt, X-Size, Class B, Size Medium* Unit of Issue: *EA*

1	2	3	4	5	6	7	8	9
DATE	DOC # OR DESCRIPTION	DEBIT (Qty Recd)	CREDIT (Qty Disposed)	BALANCE TO UNIT	QTY ISSUED	QTY RETURNED	BALANCE ON HAND	DIFFERENCE
14 Sep 07	Req 0700-01	35		35	-	-	35	-

Date of transaction

Stock Record
CACC Form 104

Supply Account: 376-00 Item Stock Number 34-006

Item Description: *Slint. K56kj C4az B. Sizr Medium* Unit of Issue: *EA*

DATE	DOC # OR DESCRIPTION	DEBIT (Qty Recd)	CREDIT (Qty Disposed)	BALANCE TO UNIT	QTY ISSUED	QTY RETURNED	BALANCE ON HAND	DIFFERENCE
1	2	3	4	5	6	7	8	9
14 Sep 07	Reg 0700-01	35	-	35	-	-	35	-

Document number or description of the transaction

Stock Record
CACC Form 104

Supply Account: 376-00 Item Stock Number 34-006

Item Description: *Slint. K56kj C4az B. Sizr Medium* Unit of Issue: *EA*

DATE	DOC # OR DESCRIPTION	DEBIT (Qty Recd)	CREDIT (Qty Disposed)	BALANCE TO UNIT	QTY ISSUED	QTY RETURNED	BALANCE ON HAND	DIFFERENCE
1	2	3	4	5	6	7	8	9
14 Sep 07	Reg 0700-01	35	-	35	-	-	35	-

If receiving items place quantity in column 3

Stock Record
CACC Form 104

Supply Account: 376-00 Item Stock Number 34-006

Item Description: *Slint. K56kj C4az B. Sizr Medium* Unit of Issue: *EA*

DATE	DOC # OR DESCRIPTION	DEBIT (Qty Recd)	CREDIT (Qty Disposed)	BALANCE TO UNIT	QTY ISSUED	QTY RETURNED	BALANCE ON HAND	DIFFERENCE
1	2	3	4	5	6	7	8	9
14 Sep 07	Reg 0700-01	35	-	35	-	-	35	-

Total quantity unit is responsible for

Stock Record CACC Form 104

Supply Account: 376 Bn Item Stock Number: 34-096

Item Description: 25in. X30in. Class B. Six Medium Unit of Issue: EA

1	2	3	4	5	6	7	8	9
DATE	DOC # OR DESCRIPTION	DEBIT (Qty Recd)	CREDIT (Qty Disposed)	BALANCE TO UNIT	QTY ISSUED	QTY RETURNED	BALANCE ON HAND	DIFFERENCE
14 Sep 07	Reg 0700-01	33	-	33	-	-	33	-

Balance on hand

Stock Record CACC Form 104

1	2	3	4	5	6	7	8	9
DATE	DOC # OR DESCRIPTION	DEBIT (Qty Recd)	CREDIT (Qty Disposed)	BALANCE TO UNIT	QTY ISSUED	QTY RETURNED	BALANCE ON HAND	DIFFERENCE
14 Sep 07	Reg 0700-01	33	-	33	-	-	33	-
18 Sep 07	Issue	-	-	33	12	-	24	-
30 Sep 07	Turn-in	-	-	35	-	2	26	-
19 Oct 07	Inventory	-	-	35	9	-	25	2 (Form 51 completed)

When items are issue, number issued out is put in column 6. Issued out numbers are subtracted from unit balance and placed in column 8

Stock Record CACC Form 104

1	2	3	4	5	6	7	8	9
DATE	DOC # OR DESCRIPTION	DEBIT (Qty Recd)	CREDIT (Qty Disposed)	BALANCE TO UNIT	QTY ISSUED	QTY RETURNED	BALANCE ON HAND	DIFFERENCE
14 Sep 07	Reg 0700-01	33	-	33	-	-	33	-
18 Sep 07	Issue	-	-	33	12	-	24	-
30 Sep 07	Turn-in	-	-	35	-	2	26	-
19 Oct 07	Inventory	-	-	35	9	-	25	2 (Form 51 completed)

When items are turned in, that number is placed in column 7 and added to column 8

Inventory

Inventory

Inventory will be made quarterly and whenever losses are reported.

A copy of the inventory will be forwarded to the Brigade Advisor and maintained in Brigade files

Forms 105A, B, C and D

Inventory
CACC Form 105

Instructions: Fill in the unit name and designation, date, and specific location of property in the top line of the form. Then complete the form with the quantities owned (SQ) and on hand in stock (OS) according to those numbers in column C. Fill in empty boxes with a slash (/). Principal and Commanders sign the bottom of the form.

Unit Designation: 33rd Battalion	Date of Inventory:	Specific Location of Property:
Unit Name:		
Address:		
City:		

Battalion Number

Inventory

CACC Form 105

Instructions: Fill in the unit name and designation, date, and specific location of property in the top line of the form. Then complete the form with the quantities issued (ISS) and on hand in stock (ON-SHT), totaling those two numbers in column C. Fill in empty boxes with a slash (/). Principal and Commandant sign the bottom of the form.

Unit Designation: <u>333rd Battalion</u>	Date of Inventory:	Specific Location of Property:
Unit Name: <u>Cadet Middle School</u>		
Address: _____		
City: _____		

School Name

Inventory

CACC Form 105

Instructions: Fill in the unit name and designation, date, and specific location of property in the top line of the form. Then complete the form with the quantities issued (ISS) and on hand in stock (ON-SHT), totaling those two numbers in column C. Fill in empty boxes with a slash (/). Principal and Commandant sign the bottom of the form.

Unit Designation: <u>333rd Battalion</u>	Date of Inventory:	Specific Location of Property:
Unit Name: <u>Cadet Middle School</u>		
Address: <u>999 Cadet Street</u>		
City: <u>Cadetville</u> Zip: <u>99999</u>		

School Address

Inventory

CACC Form 105

Instructions: Fill in the unit name and designation, date, and specific location of property in the top line of the form. Then complete the form with the quantities issued (ISS) and on hand in stock (ON-SHT), totaling those two numbers in column C. Fill in empty boxes with a slash (/). Principal and Commandant sign the bottom of the form.

Unit Designation: <u>333rd Battalion</u>	Date of Inventory: <u>05 MAR 07</u>	Specific Location of Property:
Unit Name: <u>Cadet Middle School</u>		
Address: <u>999 Cadet Street</u>		
City: <u>Cadetville</u> Zip: <u>99999</u>		

The date the inventory was completed

Inventory CACC Form 105

Instructions: Fill in the unit name and designation, date, and specific location of property in the top line of the form. Then complete the form with the quantities issued (ISS) and on hand in stock (IN-STK), totaling those two numbers in column C. Fill in empty boxes with a slash (/). Principal and Commandant sign the bottom of the form.

Unit Designation: <u>333rd Battalion</u>	Date of Inventory: <u>05 MAR 07</u>	Specific Location of Property: <u>Supply Room</u>
Unit Name: <u>Cadet Middle School</u>		
Address: <u>999 Cadet Street</u>		
City: <u>Cadetville</u> Zip: <u>99999</u>		

Specific location of property

Inventory CACC Form 105

Description	ISS	IN-STK	TOTAL
Insignia, CAC	7	33	40
Insignia, CORPS	10	33	43
Patch, CACC	15	33	48
Patch, Sub/Regiment/Unit	/	/	/
Buckle, Brass	5	33	38
Buckle, Black	/	/	/
Belt, web, w/brass tip	/	/	/
Insignia, Distinctive, CACC	/	/	/
CAP, Class C, Small	/	/	/
CAP, Class C, Medium	/	/	/
CAP, Class C, Large	/	/	/
CAP, Garrison, Size 6	/	/	/

List the quantity of items issued since last inventory

List the quantity of each item in stock

Total Items

Inventory CACC Form 105

Signature of Issuing State Property Custodian (Principal): <i>Jack T. Principal</i>	Signature of State of Project Custodian (Commandant): <i>Joe Commandant</i>	Date: 15 DEC 07
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School Principal signs the Inventory

Inventory
CACC Form 105

<small>Signature of Supervising State Property Custodian (Principal):</small> <i>Jack T. Principal</i>	<small>Signature of State of Property Custodian (Commandant):</small> <i>Joe Commandant</i>	<small>Date:</small> 15 DEC 07
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Commandant signs the Inventory

Inventory
CACC Form 105

<small>Signature of Supervising State Property Custodian (Principal):</small> <i>Jack T. Principal</i>	<small>Signature of State of Property Custodian (Commandant):</small> <i>Joe Commandant</i>	<small>Date:</small> 15 DEC 07
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Date the inventory was completed
