

# 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

# Requisitions

## CACC Form 40

### APPENDIX H - CACC Form 40 Requisition for Uniforms

*Instructions: Fill in the unit name and designation, date, and Commandant's name in the top line of the form. Then complete the form with the quantities requested of each item in the (quan) column. Fill in empty boxes with a slash (/). Sign the bottom of the form. Keep last copy as suspense. After supplies have been received, sign the form in the space indicated, retain yellow copy as a file copy for property book recording and return the white copy to the issuing agency.*

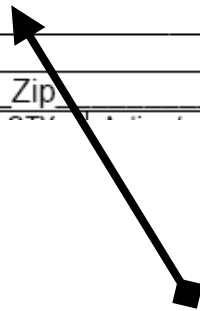
Unit Designation: _____				Req #:			Date of Requisition:		Printed Name and Signature of State Property Custodian (Commandant):			
Unit Name: _____				(Example 0708-309-1; 2007-2008 School year, 309 Bn, Req #1)								
Address: _____												
City _____		Zip _____										
Description	SKU	QTY REQ	Action / Explanation	Description	SKU	QTY REQ	Action / Explanation	Description	SKU	QTY REQ	Action / Explanation	
Insignia, CAL				Shirt, Class B XX Small				Pants, Class B Size 24				
Insignia, CORPS				Shirt, Class B X Small				Pants, Class B Size 26				
Patch, CACC				Shirt, Class B Small				Pants, Class B Size 28				
Patch, Bde/Regiment/Unit				Shirt, Class B Medium				Pants, Class B Size 29				
Buckle, Brass				Shirt, Class B Large				Pants, Class B Size 30				
Belt, web (w/brass tip)				Shirt, Class B X Large				Pants, Class B Size 32				
Buckle, Black				Shirt, Class B XX Large				Pants, Class B Size 34				
Belt, web (w/black tip)				Shirt, Class B XXX Large				Pants, Class B Size 36				
Insignia, Distinctive, CACC				Shirt, Class B XXXX Lg				Pants, Class B Size 38				
Cap, Class C Small				Shirt, Class C XX Small				Pants, Class B Size 40				
Cap, Class C Medium				Shirt, Class C X Small				Pants, Class B Size 42				
Cap, Class C Large				Shirt, Class C Small				Pants, Class B Size 44				
Cap, Garrison, Size 6				Shirt, Class C Medium				Pants, Class B Size 46				
Cap, Garrison, Size 6 1/8				Shirt, Class C Large				Pants, Class B Size 48				
Cap, Garrison, Size 6 1/4				Shirt, Class C X Large				Pants, Class B Size 50				
Cap, Garrison, Size 6 3/8				Shirt, Class C XX Large				Pants, Class B Size 52				
Cap, Garrison, Size 6 1/2				Shirt, Class C XXX Large				Pants, Class B Size 54				
Cap, Garrison, Size 6 5/8				Pants, Class C XX Small				Pants, Class B Size 56				
Cap, Garrison, Size 6 3/4				Pants, Class C X Small				Pants, Class B Size 58				
Cap, Garrison, Size 6 7/8				Pants, Class C Small				Pants, Class B Size 60				
Cap, Garrison, Size 7				Pants, Class C Medium				Windbreaker, X Small				
Cap, Garrison, Size 7 1/8				Pants, Class C Large				Windbreaker, Small				
Cap, Garrison Size 7 1/4				Pants, Class C X Large				Windbreaker, Medium				
Cap, Garrison Size 7 3/8				Pants, Class C XX Large				Windbreaker, Large				
Cap, Garrison Size 7 1/2				Pants, Class C XXX Lg				Windbreaker, X Large				
Cap, Garrison Size 7 5/8				Nametape, CACC				Windbreaker, XX Large				
Cap, Garrison Size 7 3/4				Other (Specify):				Windbreaker, XXX Large				
Quantities shown in ACTION Columns were received on (date):				Signature of State of Property Custodian verifying receipt of property:			<b>DISTRIBUTION:</b> Goldenrod – Requestor retains when submitted (suspense copy) Pink – Retained by Issuing Office (Return Suspense) Yellow – Final Unit File Copy White – Issuing Agency Final File Copy					

# Requisitions

## CACC Form 40

*Instructions: Fill in the unit name and designation, date, and Commandant's name in the top line of the form. Then complete the form with the quantities requested of each item in the (quan) column. Fill in empty boxes with a slash (/). Sign the bottom of the form. Keep last copy as suspense. After supplies have been received, sign the form in the space indicated, retain yellow copy as a file copy for property book recording and return the white copy to the issuing agency.*

Unit Designation: <u>333rd Battalion</u> Unit Name: _____ Address: _____ City _____ Zip _____	Req #:  (Example 0708-309-1; 2007-2008 School year, 309 Bn, Req #1)	Date of Requisition:	Printed Name and Signature of State Property Custodian (Commandant):
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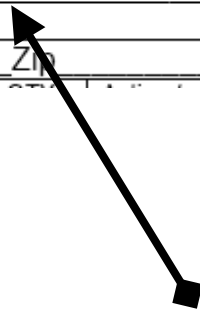
Battalion Number

# Requisitions

## CACC Form 40

*Instructions: Fill in the unit name and designation, date, and Commandant's name in the top line of the form. Then complete the form with the quantities requested of each item in the (quan) column. Fill in empty boxes with a slash (/). Sign the bottom of the form. Keep last copy as suspense. After supplies have been received, sign the form in the space indicated, retain yellow copy as a file copy for property book recording and return the white copy to the issuing agency.*

Unit Designation: <u>333rd Battalion</u> Unit Name: <u>Cadet Middle School</u> Address: _____ City _____ Zip _____	Req #:  (Example 0708-309-1; 2007-2008 School year, 309 Bn, Req #1)	Date of Requisition:	Printed Name and Signature of State Property Custodian (Commandant):
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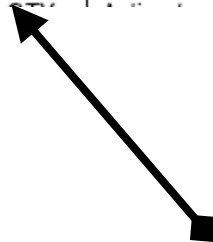
School Name

# Requisitions

## CACC Form 40

*Instructions: Fill in the unit name and designation, date, and Commandant's name in the top line of the form. Then complete the form with the quantities requested of each item in the (quan) column. Fill in empty boxes with a slash (/). Sign the bottom of the form. Keep last copy as suspense. After supplies have been received, sign the form in the space indicated, retain yellow copy as a file copy for property book recording and return the white copy to the issuing agency.*

Unit Designation: <u>333rd Battalion</u> Unit Name: <u>Cadet Middle School</u> Address: <u>999 Cadet Street</u> City <u>Cadetville</u> Zip <u>99999</u>	Req #:  <small>(Example 0708-309-1; 2007-2008 School year, 309 Bn, Req #1)</small>	Date of Requisition:	Printed Name and Signature of State Property Custodian (Commandant):
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School Address

# Requisitions

## CACC Form 40

*Instructions: Fill in the unit name and designation, date, and Commandant's name in the top line of the form. Then complete the form with the quantities requested of each item in the (quan) column. Fill in empty boxes with a slash (/). Sign the bottom of the form. Keep last copy as suspense. After supplies have been received, sign the form in the space indicated, retain yellow copy as a file copy for property book recording and return the white copy to the issuing agency.*

Unit Designation: <u>333rd Battalion</u>	Req #: <u>0708-333-1</u>	Date of Requisition:	Printed Name and Signature of State Property Custodian (Commandant):
Unit Name: <u>Cadet Middle School</u>	(Example: 08-309-1; 2007-2008 School year, 309 Bn, Req #1)		
Address: <u>999 Cadet Street</u>			
City <u>Cadetville</u> Zip <u>99999</u>			

### Requisition Number

The first four numbers are school year, a dash, then a 3 digit unit number, a dash and the number of requisition you have done this year



# Requisitions

## CACC Form 40

*Instructions: Fill in the unit name and designation, date, and Commandant's name in the top line of the form. Then complete the form with the quantities requested of each item in the (quan) column. Fill in empty boxes with a slash (/). Sign the bottom of the form. Keep last copy as suspense. After supplies have been received, sign the form in the space indicated, retain yellow copy as a file copy for property book recording and return the white copy to the issuing agency.*

Unit Designation: <u>333rd Battalion</u>	Req #: 0708-333-1	Date of Requisition: 03FEB07	Printed Name and Signature of State Property Custodian (Commandant):
Unit Name: <u>Cadet Middle School</u>	(Example 0708-309-1; 2007-2008 School year, 309 Bn, Req #1)		
Address: <u>999 Cadet Street</u>			
City <u>Cadetville</u> Zip <u>99999</u>			



### Requisition Date

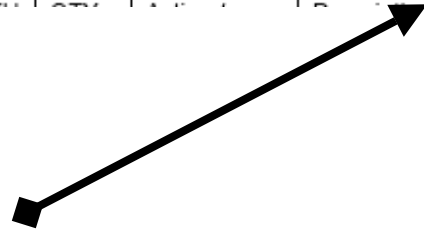
Use Military date : Day, Month (first 3 letters of month), and last 2 digits of year

# Requisitions

## CACC Form 40

*Instructions: Fill in the unit name and designation, date, and Commandant's name in the top line of the form. Then complete the form with the quantities requested of each item in the (quan) column. Fill in empty boxes with a slash (/). Sign the bottom of the form. Keep last copy as suspense. After supplies have been received, sign the form in the space indicated, retain yellow copy as a file copy for property book recording and return the white copy to the issuing agency.*

Unit Designation: <u>333rd Battalion</u>	Req #: 0708-333-1 <small>(Example 0708-309-1; 2007-2008 School year, 309 Bn, Req #1)</small>	Date of Requisition: 03FEB07	Printed Name and Signature of State Property Custodian (Commandant): <i>Captain Joe Commandant</i> Captain Joe Commandant
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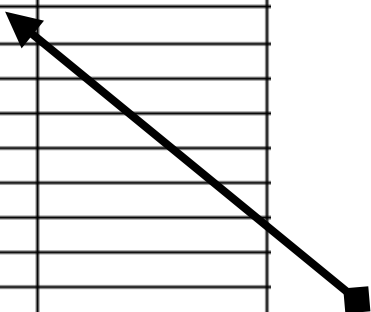


Property Custodian's Name  
Print name of the Commandant of Cadets  
and signature

# Requisitions

## CACC Form 40

Description	SKU	QTY REQ	Action / Explanation
Insignia, CAL		35	
Insignia, CORPS		35	
Patch, CACC		35	
Patch, Bde/Regiment/Unit			
Buckle, Brass			
Belt, web (w/brass tip)			
Buckle, Black			
Belt, web (w/black tip)			
Insignia, Distinctive, CACC			
Cap, Class C Small			
Cap, Class C Medium			
Cap, Class C Large			
Cap, Garrison, Size 6			
Cap, Garrison, Size 6 1/8			
Cap, Garrison, Size 6 1/4			
Cap, Garrison, Size 6 3/8			
Cap, Garrison, Size 6 1/2			
Cap, Garrison, Size 6 5/8			
Cap, Garrison, Size 6 3/4			

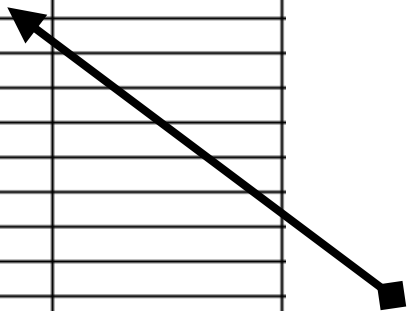


Quantities requested for each item

# Requisitions

## CACC Form 40

Description	SKU	QTY REQ	Action / Explanation
Insignia, CAL		35	
Insignia, CORPS		35	
Patch, CACC		35	
Patch, Bde/Regiment/Unit		/	
Buckle, Brass		35	
Belt, web (w/brass tip)			
Buckle, Black			
Belt, web (w/black tip)			
Insignia, Distinctive, CACC			
Cap, Class C Small			
Cap, Class C Medium			
Cap, Class C Large			
Cap, Garrison, Size 6			
Cap, Garrison, Size 6 1/8			
Cap, Garrison, Size 6 1/4			
Cap, Garrison, Size 6 3/8			
Cap, Garrison, Size 6 1/2			
Cap, Garrison, Size 6 5/8			
Cap, Garrison, Size 6 3/4			



In boxes where no quantity is requested, a forward slash (/) will be recorded

# Requisitions

## CACC Form 40

Description	SKU	QTY REQ	Action / Explanation
Insignia, CAL		35	
Insignia, CORPS		35	
Patch, CACC		35	
Patch, Bde/Regiment/Unit		/	
Buckle, Brass		35	
Belt, web (w/brass tip)		/	
Buckle, Black			
Belt, web (w/black tip)			
Insignia, Distinctive, CACC			
Cap, Class C Small			
Cap, Class C Medium			
Cap, Class C Large			
Cap, Garrison, Size 6			
Cap, Garrison, Size 6 1/8			
Cap, Garrison, Size 6 1/4			
Cap, Garrison, Size 6 3/8			
Cap, Garrison, Size 6 1/2			
Cap, Garrison, Size 6 5/8			
Cap, Garrison, Size 6 3/4		/	

If more than 1 consecutive line has zero quantity requested, the topmost and bottommost forward slashes will be connected with a vertical line

# Requisitions

## CACC Form 40

Description	SKU	QTY REQ	Action / Explanation
Insignia, CAL		35	
Insignia, CORPS		35	
Patch, CACC		35	
Patch, Bde/Regiment/Unit		/	
Buckle, Brass		35	
Belt, web (w/brass tip)		/	
Buckle, Black			
Belt, web (w/black tip)			
Insignia, Distinctive, CACC			
Cap, Class C Small			
Cap, Class C Medium			
Cap, Class C Large			
Cap, Garrison, Size 6			
Cap, Garrison, Size 6 1/8			
Cap, Garrison, Size 6 1/4			
Cap, Garrison, Size 6 3/8			
Cap, Garrison, Size 6 1/2			
Cap, Garrison, Size 6 5/8			
Cap, Garrison, Size 6 3/4		/	

If more than 1 consecutive line has zero quantity requested, the topmost and bottommost forward slashes will be connected with a vertical line

# Individual Clothing Record

# Individual Clothing Record

The Individual Clothing Record (Form 100) is the document indicating the current balance of Cadet Corps uniform items assigned to cadets.

It must be filled out on each cadet who has been issued Cadet Corps supplies



# Individual Clothing Record

CACC Form 100

CACC Form 100 APPENDIX B - EXAMPLE INDIVIDUAL CLOTHING RECORD

LAST NAME, FIRST NAME, MI <i>Dett, Johnny K.</i>		INSTRUCTIONS: Entries in INK except size or rank which are in PENCIL. Enter quantity of each item possessed by individual. Advance ALL totals to next column on any item changes. Use a forward slash (/) to indicate a ZERO quantity. Connect consecutive zero cells with a vertical line between slashes. Individual's signature and date required.													
CLOTHING AND EQUIPMENT	auth Alw	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Belt, Black tip	1 ea	1													
Belt, Brass Tip	1 ea	1													
Boots, Black (Size ___)	1 pr	/													
Buckle, Black tip	1 ea	1													
Buckle, Brass	1 ea	1													
Cap, Class C (Size <u>Med</u> )	1 ea	1													
Cap, Garrison (Size <u>Med</u> )	1 ea	1													
Cord, Should, (Desc <u>Drill Tin</u> )	1 ea	1													
Cord, Should, (Desc _____)	1 ea	/													
Insignia, CAL	1 ea	1													
Insignia, CORPS	1 ea	1													
Insignia, Distinctive, CACC	2 ea	1													
Insig, Rank, Brass (Rank <u>CPL</u> )	1 pr	1													
Insig, Rank, Should (Rank <u>CPL</u> )	1 pr	1													
Nametape, CACC, Class C	1 ea	1													
Pants, Class B (Size <u>30</u> )	1 pr	1													
Pants, Class C (Size <u>Med</u> )	1 pr	1													
Patch, Bde, Regimental, or Unit	2 ea	/													
Patch, CACC	2 ea	2													
Poncho	1 ea	/													
Shirt, Class B (Size <u>Med</u> )	1 pr	1													
Shirt, Class C (Size <u>Med</u> )	1 pr	1													
Shoes, Black (Size ___)	1 pr	/													
Tabs, Leader, Gold	1 pr	/													
Tabs, Leader, Royal Blue	1 pr	/													
Windbreaker (Size <u>Med</u> )	1 ea	1													
		/													
		/													
I assume responsibility for maintenance and safe keeping of all items issued to me. I will return them or pay for them if lost →															
<b>SIGNATURE AND DATE</b>		<i>Johnny K. Dett, J. Sep 08</i>													

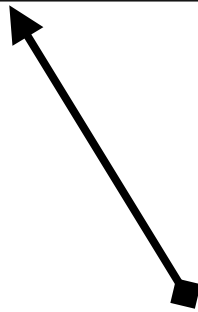
# Individual Clothing Record

## CACC Form 100

CACC Form 100

### APPENDIX B - EXAMPLE INDIVIDUAL CLOTHING RECORD

<p>LAST NAME, FIRST NAME, MI</p> <p><i>Dett, Johnny K</i></p>	<p><b>INSTRUCTIONS:</b> Entries in INK except size or rank which are in PENCIL. Enter quantity of each item possessed by individual. Advance ALL totals to next column on any item changes. Use a forward slash (/) to indicate a ZERO quantity. Connect consecutive zero cells with a vertical line between slashes. Individual's signature and date required.</p>
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Last Name, First Name and MI

# Individual Clothing Record

## CACC Form 100

CLOTHING AND EQUIPMENT	auth Alw	1	2	3
Belt, Black tip	1 ea	<i>1</i>		
Belt, Brass Tip	1 ea	<i>1</i>		
Boots, Black (Size _____)	1 pr	/		
Buckle, Black tip	1 ea	<i>1</i>		
Buckle, Brass	1 ea	<i>1</i>		
Cap, Class C (Size_ <i>Med</i> _)	1 ea	<i>1</i>		
Cap, Garrison (Size_ <i>Med</i> _)	1 ea	<i>1</i>		
Cord, Should, (Desc_ <i>Drill Tim</i> _)	1 ea	<i>1</i>		
Cord, Should, (Desc _____)	1 ea	/		
Insignia, CAL	1 ea	<i>1</i>		
Insignia, CORPS	1 ea	<i>1</i>		

Total # of items  
cadet is responsible  
for

# Individual Clothing Record

## CACC Form 100

CLOTHING AND EQUIPMENT	auth Alw	1	2	3
Belt, Black tip	1 ea	<i>1</i>		
Belt, Brass Tip	1 ea	<i>1</i>		
Boots, Black (Size _____)	1 pr	/		
Buckle, Black tip	1 ea	<i>1</i>		
Buckle, Brass	1 ea	<i>1</i>		
Cap, Class C (Size_ <i>Med</i> _) ←	1 ea	<i>1</i>		
Cap, Garrison (Size_ <i>Med</i> _)	1 ea	<i>1</i>		
Cord, Should, (Desc_ <i>Drill Tim</i> _)	1 ea	<i>1</i>		
Cord, Should, (Desc _____)	1 ea	/		
Insignia, CAL	1 ea	<i>1</i>		
Insignia, CORPS	1 ea	<i>1</i>		

Size or rank will be recorded in pencil

# Individual Clothing Record

## CACC Form 100

CLOTHING AND EQUIPMENT	auth Alw	1	2	3
Belt, Black tip	1 ea	<i>1</i>		
Belt, Brass Tip	1 ea	<i>1</i>		
Boots, Black (Size _____)	1 pr	/		
Buckle, Black tip	1 ea	<i>1</i>		
Buckle, Brass	1 ea	<i>1</i>		
Cap, Class C (Size_ <i>Med</i> _)	1 ea	<i>1</i>		
Cap, Garrison (Size_ <i>Med</i> _)	1 ea	<i>1</i>		
Cord, Should, (Desc_ <i>Drill Tim</i> _)	1 ea	<i>1</i>		
Cord, Should, (Desc _____)	1 ea	/		
Insignia, CAL	1 ea	<i>1</i>		
Insignia, CORPS	1 ea	<i>1</i>		

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

# Individual Clothing Record

## CACC Form 100

I assume responsibility for maintenance and safe keeping of all items issued to me. I will return them or pay for them if lost. <b>SIGNATURE AND DATE</b>		<i>Johnny K. Dett 5 Sep 08</i>												
--	--	--------------------------------	--	--	--	--	--	--	--	--	--	--	--	--

Signature of the cadet receiving the supplies will be included along with the date of issue

# **Property Book Stock Record**

# Stock Record

Each Cadet Unit will maintain a Property Book with individual stock record forms on each item issued to that unit



# Stock Record

## CACC Form 104

Supply Account: 376 Bn

Item Stock Number 34-096

Item Description *Shirt, Khaki, Class B, Size 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	Req 0708-01	35	-	35	-	-	35	-
18 Sep 07	Issue	-	-	35	11	-	24	-
30 Sep 07	Turn-in	-	-	35	-	2	26	-
19 Oct 07	Inventory	-	-	35	9	-	25	1 (Form 51 completed)
21 Oct 07	RQS 0708-01	-	1	34	-	-	25	-
22 Oct 07	Inventory	-	-	34	9	-	25	-

# Stock Record

## CACC Form 104

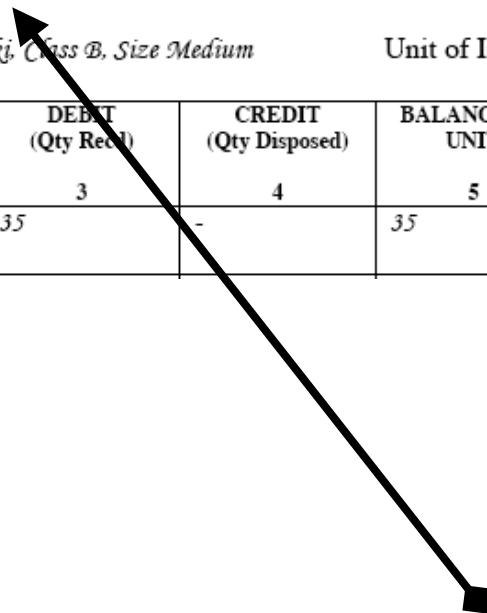
Supply Account: 376 Bn

Item Stock Number 34-096

Item Description *Shirt, Khaki, Class B, Size 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	Req 0708-01	35	-	35	-	-	35	-



Battalion (unit) Number

# Stock Record

## CACC Form 104

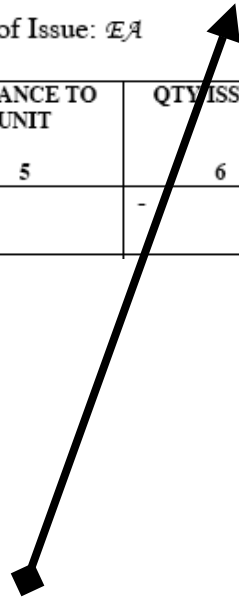
Supply Account: 376 Bn

Item Stock Number 34-096

Item Description *Shirt, Khaki, Class B, Size 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	Req 0708-01	35	-	35	-	-	35	-



Stock Keeping Unit (SKU)

# Stock Record

## CACC Form 104

Supply Account: 376 Bn

Item Stock Number 34-096

Item Description *Shirt, Khaki, Class B, Size 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	Req 0708-01	35		35	-	-	35	-

Description of the Item

# Stock Record

## CACC Form 104

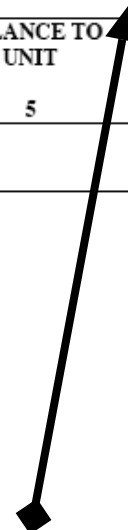
Supply Account: 376 Bn

Item Stock Number 34-096

Item Description *Shirt, Khaki, Class B, Size 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	Req 0708-01	35	-	35	-	-	35	-



The unit of Issue

# Stock Record

## CACC Form 104

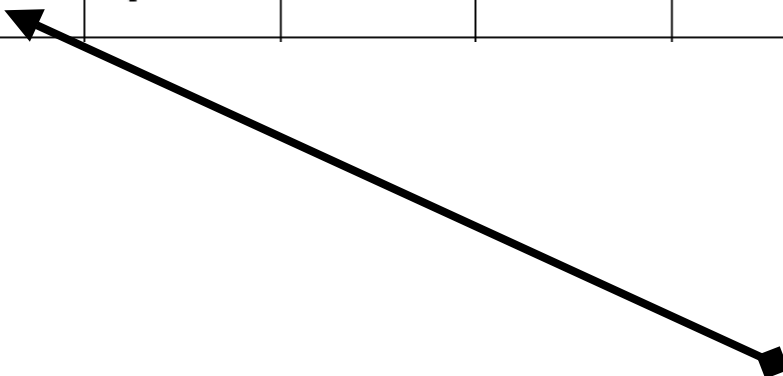
Supply Account: 376 Bn

Item Stock Number 34-096

Item Description *Shirt, Khaki, Class B, Size 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	Req 0708-01	35	-	35	-	-	35	-



Date of transaction

# Stock Record

## CACC Form 104

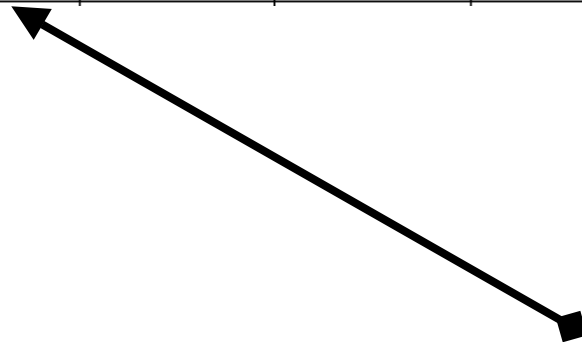
Supply Account: 376 Bn

Item Stock Number 34-096

Item Description *Shirt, Khaki, Class B, Size 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	Req 0708-01	35	-	35	-	-	35	-



Document number or description of the transaction

# Stock Record

## CACC Form 104

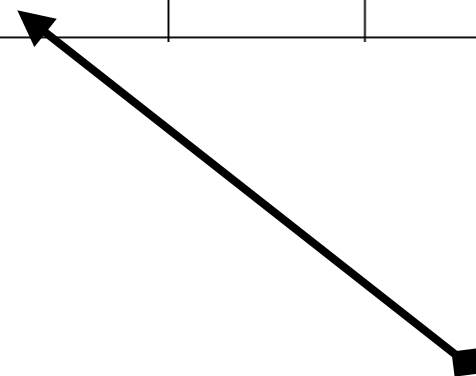
Supply Account: 376 Bn

Item Stock Number 34-096

Item Description *Shirt, Khaki, Class B, Size 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	Req 0708-01	35	-	35	-	-	35	-



If receiving items place quantity in column 3



# Stock Record CACC Form 104

Supply Account: 376 Bn

Item Stock Number 34-096

Item Description *Shirt, Khaki, Class B, Size 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	Req 0708-01	35	-	35	-	-	35	-



Total quantity unit is responsible for

# Stock Record CACC Form 104

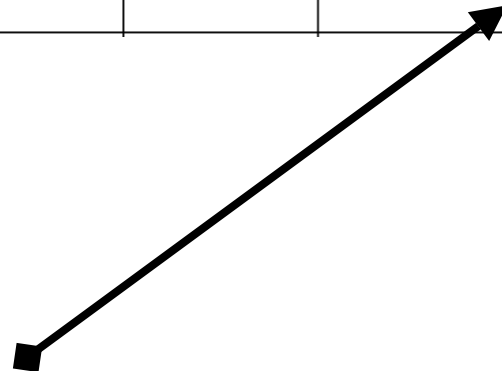
Supply Account: 376 Bn

Item Stock Number 34-096

Item Description *Shirt, Khaki, Class B, Size 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	Req 0708-01	35	-	35	-	-	35	-



Balance on hand

# Stock Record

## CACC Form 104

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	Req 0708-01	35	-	35	-	-	35	-
18 Sep 07	Issue	-	-	35	11	-	24	-
30 Sep 07	Turn-in	-	-	35		2	26	-
19 Oct 07	Inventory	-	-	35	9	-	25	1 (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

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	Req 0708-01	35	-	35	-	-	35	-
18 Sep 07	Issue	-	-	35	11	-	24	-
30 Sep 07	Turn-in	-	-	35	-	2	26	-
19 Oct 07	Inventory	-	-	35	9	-	25	1 (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

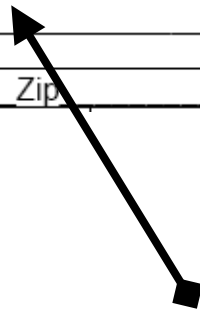
Forms 105A, B, C and D

# 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 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> Unit Name: _____ Address: _____ City _____ Zip _____	Date of Inventory: _____	Specific Location of Property: _____
--	--------------------------	--------------------------------------



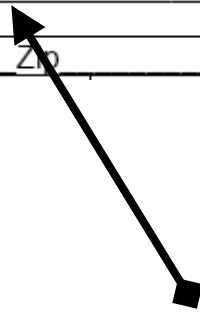
Battalion Number

# 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 (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> Unit Name: <u>Cadet Middle School</u> Address: _____ City _____ Zip _____	Date of Inventory: _____	Specific Location of Property: _____
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School Name

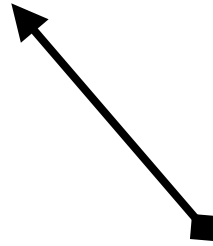


# Inventory

## 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 (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> Unit Name: <u>Cadet Middle School</u> Address: <u>999 Cadet Street</u> City <u>Cadetville</u> Zip <u>99999</u>	Date of Inventory:	Specific Location of Property:
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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 (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> Unit Name: <u>Cadet Middle School</u> Address: <u>999 Cadet Street</u> City <u>Cadetville</u> Zip <u>99999</u>	Date of Inventory: 05 MAR 07	Specific Location of Property:
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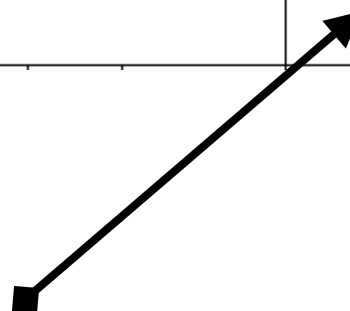
The date the inventory was completed

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

# Inventory

## CACC Form 105

Description	ISS	IN STK	TOTAL
Insignia, CAL	/	33	33
Insignia, CORPS	10	33	43
Patch, CACC	15	33	48
Patch, Bde/Regiment/Unit	/	/	/
Buckle, Brass	5	33	38
Belt, web (w/brass tip)	5	33	38
Buckle, Black	/	/	/
Belt, web (w/black 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

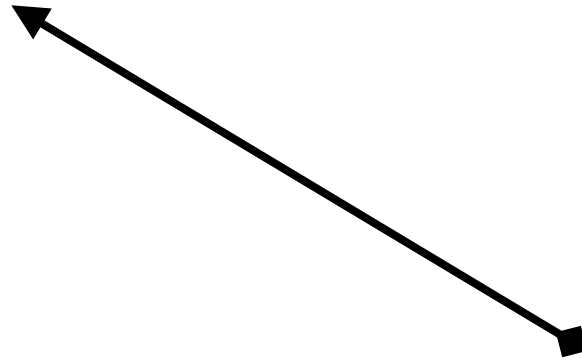
List the quantity of each item in stock

Total Items

# Inventory

## CACC Form 105

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

# Inventory

## CACC Form 105

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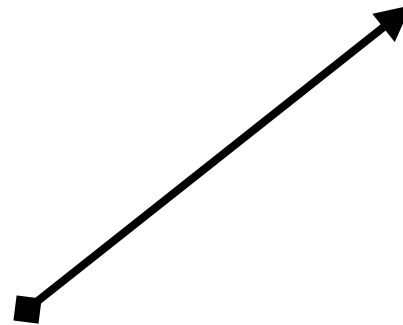


Commandant signs the Inventory

# Inventory

## CACC Form 105

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