

## **ATOKA POLICE DEPARTMENT**

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Please Note: This inventory sheet is for ELECTRONIC ITEMS ONLY.

The Atoka Police Department recommends using the ACT system to catalog your items.

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Name	
Address	
City	
State	
Zip	

Phone \_\_\_\_\_

Item	Description	<b>Unique Features</b>	Make	Model	Serial Number	Cost
SAMPLE: $\mathcal{TV}$	36 inch Color TV	Scratch on left side	Magnavox	7975-36	71528638634781643	500.00
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Keep this inventory in a safe place such as a safe deposit box or in another location not in your home. We suggest that you engrave your driver's license number on your valuables to aid in their recovery should they be lost or stolen.

Assess each item for unique features (i.e. scratches, discoloration, etc.) Catalog each item. Make sure to catalog as many details as possible. Take a photo of each item and keep them in a safe place.