

Prince Hall Grand Chapter  
Order of Eastern Star  
State of Washington & Jurisdiction

Chapter Inventory Check List

Chapter Name and Number: _____ Chapter # _____				
<i>Item</i>	<i>Unit</i>	<i>Quantity</i>	<i>Inventoried by</i>	<i>Date</i>
Charter/Dispensation	EA			
Chapter Banner	EA			
Signet	EA			
Altar with Altar Cloth	EA			
Altar Bible with Marker	EA			
Small Bibles	EA			
US Flag	EA			
Christian Flag	EA			
OES Flag	EA			
Gavel (1 - WM, 1- AM)	EA			
Table for Matron	EA			
Ballot Box with Black and White Balls	EA			
Sword and Veil for Adah (1 sword, 1 veil)	EA			
Wheat for Ruth	EA			
Crown and Scepter for Esther (1 Crown, 1 Scepter)	EA			
Broken Column for Martha	EA			
Cup for Electa	EA			
Sash for Worthy Matron	EA			
Sash for Associate Matron	EA			
Apron for Worthy Patron	EA			
Collar for Worthy Patron	EA			
Apron for Associate Patron	EA			
Collar for Associate Patron	EA			
Sash for Secretary	EA			
Sash for Treasurer	EA			
Sash for Conductress	EA			
Sash for Associate Conductress	EA			
Sash for Adah	EA			
Sash for Ruth	EA			
Sash for Ester	EA			
Sash for Martha	EA			
Sash for Electa	EA			
Sash for Chaplain	EA			
Sash for Marshall	EA			
Sash for Trustee	EA			

Sash for OES Flag Bearer	EA		
Sash for Christian Flag Bearer	EA		
Sash for US Flag Bearer	EA		
Sash for Warder	EA		
Sash for Sentinel	EA		
Marshall Baton	EA		
Conductress Baton	EA		
Emblematic Star Carpet (10 Sep Pieces)	EA		
Banners for Star Points	EA		
Pedestals for Star Points	EA		
Big Table Cloths	EA		
Small Table Cloths	EA		
<b>Secretary Books</b>			
Chapter Seal (1 damaged)	EA		
Membership Ledger Book Active	EA		
Membership Ledger Book Inactive	EA		
Chapter By-Laws, Bound Book, Longhand	EA		
Sign in Book, Bound Book, Longhand	EA		
Minute Book, Bound Book, Longhand	EA		
Receipt Book/Warrant Book	EA		
Copies of Payment Voucher with Worthy Matron & Secretary			
Copies of Income Voucher with Secretary Signature			
Copy of Bonding Insurance	EA		
<b>Treasurer Books</b>			
Checkbook	EA		
Treasurer's Financial Ledger	EA		
Payment Voucher on file	EA		
Payment Voucher Invoices/Receipts attached	EA		
Income Voucher on file	EA		
Income Voucher Deposit Slips attached	EA		
Bank Statements on File	EA		
Bank Statements Reconciled	EA		
Financial Reports	EA		
Copy of Bank Signature Card	EA		
Copy of Audit	EA		
<b>Worthy Matron's Folder</b>			
Copy of Charter	EA		
Com Approval/Sig Card/Constitution & Bylaws	EA		
Bonding Insurance Policy	EA		
Chapter Inventory	EA		
Annual Audit	EA		
Election Report/Member Address List/PP/PM	EA		
Blue Folder left side: Financial Rep w/Bank Statement	EA		
Blue Folder right side: Monthly Minutes	EA		
Blue Folder middle: Calendar and Budget	EA		
Grand Constitution and Bylaws, WP Station	EA		
Grand Constitution and Bylaws, AP Station	EA		

Grand Constitution and Bylaws, SEC Station	EA		
Grand Constitution and Bylaws, Extra (Treasurer)	EA		
<b>Other Items:</b>			
Roll Case/Bag for Secretary Books	EA		
Thumb/Pin Drive for Secretary Books	EA		
Roll Case/Bag for Treasurer Books	EA		
Thumb/Pin Drive for Treasurer Books	EA		
Rituals	EA		
1st Degree Packets	EA		
2nd Degree Packets	EA		
3rd Degree Packets/with book	EA		
red veils	EA		
blue veil	EA		
white veil	EA		
white handkerchief	EA		

Inventory Conducted on \_\_\_\_\_

Inventory Conducted By:

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Print Name & Title

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Print Name & Title