###### Content for Resource Issue Register form

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| **Form header** | The form header (repeated at the top of each page) needs to include:* ‘Resource Issue Register’
* agency name
* response (for example, Ruapehu Eruption)
* facility (e.g. Wainui EOC, Queen St Assembly Area), and
* page number.
 |
| **Columns** | The columns in Table 1 should be included. |

Table 1 Contents of a resource issue register

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| --- | --- |
| **Item**  | **Description** |
| Date | The date the resource is issued *(yyyy-mm-dd).* |
| Resource | Resource being issued; common name is acceptable rather than the definition in the *Resource Classification Guide.* |
| Quantity | Quantity being issued (e.g. 40 litres, 40 boxes, 400, etc). |
| Serial number | If the resource has a unique identifying number, note this down here. N/A if there isn’t one. |
| Issued to | Name and position of the person receiving the resource. |
| Organisation | Organisation of the person receiving the resource. |
| Signature | Signature of the person receiving the resource. |
| Issued by | Name of the person giving the resource. |
| Returned | The date that the resource was returned. N/A if it is not being returned. |
| Receiving signature | Signature of the person receiving the resource when it is returned. |
| Notes | Any extra information that will be useful. |