

**TEACHER CONTRACT AND BENEFITS**

**INVENTORY OF HOUSEHOLD GOODS AND EFFECTS**

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**PURPOSE**

Inventory required on Household Goods And Effects being shipped to/from Europe.

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**REGULATIONS**

*OSAP 100.01.1 DND Dependants Schools Overseas Regulation and Organization*  
*OSAP 300.04.1 Policy, Definitions and Procedures associated with moving to Europe and moving from Europe*

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**RESPONSIBILITY**

It is the responsibility of the teacher to prepare an Inventory of the Household Goods And Effects to be shipped and to submit it to the appropriate authority.

- 🔔 Original : Personnel File held by DCBA 5/DEM for teacher going to Europe:  
CFSU(E) Dep Ed Sp C – Europe for teachers returning to Canada
  - 🔔 Two Copies: Teacher
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**POLICY**

The Administrative Support Unit ensures the teacher submits a completed inventory prior to departure and:

- 🔔 Signs and dates page 1 to confirm that it was submitted;
- 🔔 Ensures that any blank spaces on the inventory sheets are ruled off;
- 🔔 Ensures that all pages have been numbered.
- 🔔 Canada Border Services Agency (CBSA) <http://www.cbsa-asfc.gc.ca/menu-e.html> requires that you keep all receipts of items purchased during the last 6 months of your stay overseas.

\* For the ease of custom clearance all receipts should be numbered to correspondent with the inventory line number of HG & E

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**OSAP 300.04.13 ANNEX A - MOVING TO EUROPE AND MOVING FROM EUROPE**

**INVENTORY OF HOUSEHOLD GOODS AND EFFECTS SHIPPED OVERSEAS**

CHECK :  Initial Inventory  
 Supplementary Inventory  
 Additional Personal Insurance Inventory

SAMPLE ONLY  
 Reproduce this form locally

|  |            |             |
|--|------------|-------------|
| PRI :  | RANK : CIV | NAME :      |
| POSTED FROM :  | TO :       | MOVE DATE : |
| The move of my HOUSEHOLD GOODS AND EFFECTS was authorized by : CFAO 54-1 |            |             |
| Move Order # : _____<br><small>(Quote authority)</small>                 | DATED :    |             |

| INV # OF HG&E | QTY | ITEM (Brief Description) | YEAR OF PURCHASE | REPLACEMENT COST (\$ CDN) | PURCHASE COST (\$ CDN) | CONDITION (*See below) | COMMENT (If any) |
|---------------|-----|--------------------------|------------------|---------------------------|------------------------|------------------------|------------------|
| 1             |     |                          |                  |                           |                        |                        |                  |
| 2             |     |                          |                  |                           |                        |                        |                  |
| 3             |     |                          |                  |                           |                        |                        |                  |
| 4             |     |                          |                  |                           |                        |                        |                  |
| 5             |     |                          |                  |                           |                        |                        |                  |
| 6             |     |                          |                  |                           |                        |                        |                  |
| 7             |     |                          |                  |                           |                        |                        |                  |
| 8             |     |                          |                  |                           |                        |                        |                  |
| 9             |     |                          |                  |                           |                        |                        |                  |
| 10            |     |                          |                  |                           |                        |                        |                  |
| 11            |     |                          |                  |                           |                        |                        |                  |
| 12            |     |                          |                  |                           |                        |                        |                  |
| 13            |     |                          |                  |                           |                        |                        |                  |

**OSAP 300.04.13 ANNEX A - MOVING TO EUROPE AND MOVING FROM EUROPE**

| INV #<br>OF<br>HG&E | QTY | ITEM (Brief Description) | YEAR OF<br>PURCHASE | REPLACEMENT<br>COST<br>(\$ CDN) | PURCHASE<br>COST<br>(\$ CDN) | CONDITION<br>(*See below) | COMMENT<br>(If any) |
|---------------------|-----|--------------------------|---------------------|---------------------------------|------------------------------|---------------------------|---------------------|
| 14                  |     |                          |                     |                                 |                              |                           |                     |
| 15                  |     |                          |                     |                                 |                              |                           |                     |
| 16                  |     |                          |                     |                                 |                              |                           |                     |
| 17                  |     |                          |                     |                                 |                              |                           |                     |
| 18                  |     |                          |                     |                                 |                              |                           |                     |
| 19                  |     |                          |                     |                                 |                              |                           |                     |
| 20                  |     |                          |                     |                                 |                              |                           |                     |
| 21                  |     |                          |                     |                                 |                              |                           |                     |
| 22                  |     |                          |                     |                                 |                              |                           |                     |
| 23                  |     |                          |                     |                                 |                              |                           |                     |
| 24                  |     |                          |                     |                                 |                              |                           |                     |
| 25                  |     |                          |                     |                                 |                              |                           |                     |
| 26                  |     |                          |                     |                                 |                              |                           |                     |
| 27                  |     |                          |                     |                                 |                              |                           |                     |
| 28                  |     |                          |                     |                                 |                              |                           |                     |
| 29                  |     |                          |                     |                                 |                              |                           |                     |
| 30                  |     |                          |                     |                                 |                              |                           |                     |
| 31                  |     |                          |                     |                                 |                              |                           |                     |
| 32                  |     |                          |                     |                                 |                              |                           |                     |
| 33                  |     |                          |                     |                                 |                              |                           |                     |
| 34                  |     |                          |                     |                                 |                              |                           |                     |
| 35                  |     |                          |                     |                                 |                              |                           |                     |
| 36                  |     |                          |                     |                                 |                              |                           |                     |
| 37                  |     |                          |                     |                                 |                              |                           |                     |

