

Clothing & Personal Spending Checklist

Name: _____ Unit: _____

Arrival: _____ Departure: _____

Money on arrival: _____ On Departure: _____

Staff Signature _____ Staff Signature _____

Staff Signature _____ Staff Signature _____

Please ensure all possessions and clothing is labelled with permanent marking prior to arrival. Could you also give a brief description of colour etc of the clothing, this will greatly assist in their return to you.

Item	No.	Description	IN	OUT
Underpants				
Singlet's				
Shirts/blouses				
T-Shirts				
Long sleeve tops				
Jumpers				
Bras				
Dresses				
Skirts				
Track pants				
Leggings				
Trousers				
Jeans				
Shorts				
Socks				
Handkerchiefs				
Shoes				
Slippers				
Respite book				
Thongs				
Pyjamas				

Please tick Toilet Bag items packed:

Toothbrush Toothpaste Shampoo Conditioner Deodorant Brush
 Comb Talcum powder Electric shaver Safety Razor Other – Note in Description

Item	No.	Description	IN	OUT
Nighties				
Dressing Gowns				
Coats				
Jackets				
Toilet Bag				
Lunch Box				
Drink Bottle				
Nappies				
Contenance Aids				
Sunscreen Lotion				
Hat				
Bathers				
Swimming Towel				

Are there any items that have been left form the last visit?

Description:

Are there any items you do not wish to be laundered?

Description:

Staff person (unpacking)

Name & Signature

Staff person (packing)

Name & Signature