

EQUIPMENT TRACKING FORM

(1) Grant Award Name

(2) Grant Award Year

(3) Sub-grantee Name

(4) Description of Equipment	(5) Equipment ID Number	(6) Source of Equipment/Finance Code	(7) who Hold Title	(8) Acquisition Date	(9) Cost of Equipment	(10) Location of Equipment	(11) Equipment Use	(12) Equipment Condition	(13) Disposition	(14) Disposal Sale Price	(15) Disposal Date	(16) Federal Participation

I CERTIFY THAT THE INFORMATION PROVIDED IS ACCURATE AND ALL EQUIPMNET HAS BEEN PHYSICALLY INSPECTED WITHIN THE LAST TWO YEARS IN ACCORDANCE WITH FEDERAL PROGRAM REQUIREMENTS, GRANT AGREEMENT, AND APPLICABLE STATE AND FEDERAL REGULATIONS.

(17) Signature of Authorized Agent _____

Date



Equipment Tracking Form Instructions

Pursuant to Title 34 code of Federal Regulation Part 80.32, each item of property acquired with special education fund, must be accounted for. This information must be maintained by the Sub-grantee available for monitoring review purposes. Please note that all equipment is required to be physically inventoried at least once every two years by the Sub-grantee.

The grant name, grant year, page number, and agents name must be clearly visible on each page if there are two or more pages of equipment. Each individual program grant must have its own inventory control record, do not mix the individual grant funded programs together on one form.

- (1) Grant Award Name: Enter the Grant Award Name as it appears on the Grant Agreement.
- (2) Grant Award Year: Enter the Grant Award Year as it appears on the Grant Agreement.
- (3) Sub-grantee Name: Enter the Sub-grantee name as it appears on the Grant Agreement.
- (4) Description of Equipment: Give a brief description of the equipment item (abbreviate if necessary).
- (5) Equipment ID Number: Enter the serial number or other identification number (sub-grantee can enter their own inventory control number here). The objective is to assign a number which can be clearly traced from this form to the equipment item itself.
- (6) Source of Equipment/Finance Code: Enter the name of the vendor the equipment item (abbreviate if necessary).
- (7) Who Holds Title: If owned by Sub-grantee, enter Sub-grantee, If different, list the owner of record.
- (8) Acquisition Date: Please provide the month, date, and year the item of property was acquired.
- (9) Cost of Equipment: Enter the invoice unit price of the property including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the property usable for the purpose for which it was acquired.
- (10) Location of Equipment: Identify the site where the item is located.
- (11) Equipment Use: Indicate the use for which the equipment was purchased for.
- (12) Equipment Condition: Please indicate whether equipment is *new* or in *excellent, good, fair, or poor* condition.
- (13) Disposition: Enter the disposition (damaged, lost, stolen, misplaced, sold, on loan etc.) of the property at time of last physical inventory or when knowledge of such is available.
- (14) Disposal Sale Price: If an item has been sold please enter the sale price.
- (15) Disposal Date: Please provide the month, date, and year the item of property was disposed of.
- (16) Federal Participation: Enter the percentage of Federal funds used to purchase the equipment.
- (17) Authorized Agent: This form must be signed and dated by an authorized agent with first hand knowledge of the facts presented. If submitting electronically, the form should bear the agent's name including the appropriate dates and page numbers, and be attached to an email sent by the agent that states "*I CERTIFY THAT THE INFORMATION PROVIDED IS ACCURATE AND ALL EQUIPEMENT HAS BEEN PHYSICALLY INSPECTED WITHIN THE LAST TWO YEARS IN ACCORDANCE WITH FEDERAL PROGRAM REQUIREMENTS, GRANT AGREEMENT, AND APPLICABLE STATE AND FEDERAL REGULATIONS.*"