EQUIPMENT INVENTORY CHECKLIST:

Verify that the column headings on the SAU Equipment Inventory Sheets contain (at a minimum) the following information (from UGG Part 200.313)

* Description of the property, including manufacturer’s model number, if any.
* Manufacturer’s serial number or other identification number.
* ID #’s can be numbers that are assigned by the SAU.
* Identification of the funding source under which the property was acquired.
* Acquisition date and unit cost.
* Source of property (company name).
* Percentage of federal funds used in the purchase of the property.
* Present location, use, condition of the property, and date the information was reported.
* All pertinent information on the ultimate transfer, replacement, or disposition of the equipment.

An inventory that tracks all the above information might look like this:

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| Description | Manufacturer’s Model # | Serial # Or ID # | Funding Source | Date Purchased | Unit Cost | Vendor | % Federal Funds  Used | Location | Condition | Date the Location/  Condition was  verified | Disposed of/ Replacement Date |
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