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:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Description | Manufacturer’s Model # | Serial # Or ID # | Funding Source | Date Purchased | Unit Cost | Vendor | % Federal FundsUsed | Location | Condition | Date the Location/ Condition wasverified | Disposed of/ Replacement Date |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |