



# Maine Department of Education

## Equipment Inventory Management

Procedure No.:

Issue Date: 1/2/2023

Revised Date: 3/3/2025

**Purpose:** This procedure assists Maine School Administrative Units (SAUs) and Federal program subrecipients in the management of equipment purchased in whole or in part using Federal dollars.

### Areas of Responsibility:

#### Office of Federal Programs

- ESEA Federal Programs
- Child Nutrition

#### Office of Special Education and Inclusion

#### Office of Teaching & Learning

#### Office of School & Student Supports

- McKinney Vento

#### Office of Workforce Development and Innovative Pathways

- Extended Learning Opportunities
- Career & Technical Education – Perkins
- Adult Education Family Literacy Act - AEFLA

**Authorization:** [2 CFR 200.1](#), [Code of Federal Regulations](#), [2 CFR 200.313\(d\)\(1\)](#), 2 CFR 200.313(d)(2), 2 CFR 200.313(d)(3), 2 CFR 200.313(d)(4), 2 CFR 200.313

### Key Terms or Acronyms:

**Non-Federal entity:** a state, local government, Indian tribe, Institution of Higher Education (IHE), or nonprofit organization that carries out a federal award as a recipient or a **subrecipient**.

**Equipment:** tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$10,000.

### Procedure:

1. In accordance with [2 CFR 200.313\(d\)\(1\)](#) property records (equipment inventory) must document the following:
  - Unique, self-determined inventory number.
  - Description of the Property.
  - Serial numbers or other identification numbers.
  - Source of funding (including the FAIN).



# Maine Department of Education

- Who holds the title to the property.
  - The acquisition dates.
  - Cost per unit of the property.
  - Percentage of Federal participation in the project cost for the Federal Award.
  - Location of property.
  - Use of property.
  - Condition of property.
  - Note any safeguarding measures of the property.
  - Ultimate disposition data (if applicable).
2. Each equipment item must be permanently tagged upon receipt with the following information:
    - Owner of property (Maine DOE)
    - Inventory number
    - Source of funding
    - Building name and room location
    - Acquisition date.
  3. If the item is too small or if the sub-grantee uses barcodes, the following must be documented:
    - Inventory number
    - Source of funding

Software will be tracked in the property records (equipment inventory) as follows:

*\*Web based software is excluded from inventory management*

- Non-web-based software:
    - Description of the software
    - Funding sources of the software
    - Acquisition Date
    - Cost of the software
    - Percentage of federal participation
    - License expiration date; and
    - Identify all devices of which the software is installed either by inventory ID or by the property's serial number.
4. A physical inventory of the property must be completed, and the results reconciled with the property records at least once every two years. (2 CFR 200.313(d)(2))
  5. A control system must be developed to ensure adequate safeguards to prevent loss damage or theft of the property. Any loss, damage, or theft must be investigated. (2 CFR 200.313(d)(3))
  6. Adequate maintenance procedures must be developed to keep property in good condition. (2 CFR 200.313(d)(4))

For the purposes of equipment inventory, the non-Federal entity may choose to manage and track equipment purchased in whole or in part using Federal funds separately from equipment purchased using local or State funding.



# Maine Department of Education

## Related Procedure(s):

Procedure Name	Procedure Number
Equipment Disposition	

## Document History & Distribution:

This Procedure document will be distributed to Maine DOE staff administering federal funds and posted on the Department's SharePoint Site.

This Procedure document will be distributed to Maine SAUs and subrecipients and posted on the Department's website.

Version	Revision Log	Date
Version 1.0	Initial Publication	

Commissioner or  
Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_