

EQUIPMENT INVENTORY CHECKLIST:

Verify that the column headings on the SAU Equipment Inventory Sheets contain (at a minimum) the following information (2CFR 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 Funds Used	Location	Condition	Date the Location/ Condition was verified	Disposed of/ Replacement Date
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