

**EQUIPMENT/PROPERTY RECORDS- Attachment C**

**Institution Name:**

**Agreement Number:**

**Report Type:**

- Biennial Report
- Closeout Report
- Disposition Request

**Definitions for Clarification Purposes:**

2 CFR Part 200 §200.33 Equipment means 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 (state, local government, Indian Tribe, institution of higher education (IHE), or nonprofit organization) for financial statement purposes, or \$5,000. 2 CFR Part 200 §200.313(4)(d)(1) describes requirements regarding maintenance of property records and 2 CFR Part 200 §200.313(4)(d)(2) describes requirements regarding a physical inventory of property.

- (1) **Description of the Property**
- (2) **Serial Number or Identification Number** - can be unique inventory tag number assigned by your organization
- (3) **The Source of Funding for the Property** - specify each funding source used to purchase equipment, including year. For example: CACFP 2018
- (4) **Title Holder** - name of the institution that holds the legal title of the property
- (5) **Acquisition Date** - typically the date the item is recorded as being received
- (6) **Cost of the Property** - purchase price
- (7) **Percentage of Federal Participation in the Property** - % paid from each specific funding source used to purchase the item. Examples: 80% CACFP 2018/20% NC Pre K Program or 100% CACFP
- (8) **Location of Equipment**
- (9) **Use and Condition of the Property** - for example new, good, poor...
- (10) **Disposition Data:** date the property was disposed of or sold, sale price/proceeds from sale, and any other relevant disposition information

(1) Description of the Property	(2) Serial Number or Identification Number	(3) Source of Funding for the Property	(4) Title Holder	(5) Acquisition Date	(6) Cost of the Property	(7) Percentage of Federal Participation in the Property	(8) Location of Equipment	(9) Use and Condition of the Property	(10) Disposition Data		
									Date of Disposition	Sale Price of the Property, if applicable	Additional Disposition Information

Not Applicable - Check this Box if no CACFP funds were used to purchase equipment/property.

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