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| North Carolina Department of Health and Human Services  Division of Public Health, Women’s & Children’s Health Section  Nutrition Services Branch  **Child and Adult Care Food Program**  **Property Management Standards Policy and Procedure**  **TEMPLATE** | | | | | | | | | |
| ***Delete Instructions Prior to Submission for Approval***  **Instructions: Institutions participating in NC CACFP may adapt this template to reflect their institution’s policies and procedures or use an existing property management standards policy. All property management standards policies must include the elements listed below under “Policy.” Highlighted items should be modified to reflect your Institution’s procedures.** | | | | | | | | | |
|  | |  | | |  |  | |  | |
|  | | (Institution Name) | | |  | (CACFP Agreement Number) | | | |
| **PURPOSE** | | | | | | | | | |
| To ensure the proper management of equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, until disposition takes place.  ***Note:*** *Equipment is defined as 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 (institution’s) capitalization level or $5,000.* | | | | | | | | | |
| **POLICY** | | | | | | | | | |
| * [INSTITUTION] will use equipment acquired in whole or in part with federal funds for the authorized purposes of the project until funding for the project ceases, or until the property is no longer needed for the purposes of the project. | | | | | | | | | |
| * [INSTITUTION] will ensure that the encumbering of the property will not be purchased without approval of the Federal awarding agency or pass-through entity. | | | | | | | | | |
| * [INSTITUTION] will ensure that the use and disposal of the property is in accordance with paragraphs (b). (c), and (e) of Section 200.313. | | | | | | | | | |
| **PROCEDURES** | | | | | | | | | |
| * The [PROGRAM DIRECTOR] will maintain property records that include but are not limited to:   + a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN),   + written documentation stating who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired   + File records will also document the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property. | | | | | | | | | |
| * Once the property is obtained, the [PROGRAM DIRECTOR] will take a physical inventory of the property. Inventory results will be reconciled with the property records at least once every two years. | | | | | | | | | |
| * The [PROGRAM DIRECTOR] will have adequate safeguards in place to prevent loss, damage, or theft of the property. Any loss, damage or theft will be investigated. | | | | | | | | | |
| * The [PROGRAM DIRECTOR] will have available for review adequate maintenance procedures that ensure equipment is properly maintained and repaired if necessary. | | | | | | | | | |
| **INSTITUTION INFORMATION** | | | | | | | | |
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|  | (Print Name of Authorized Representative) | |  | (Title of Authorized Representative) | | |  | |
|  |  | |  |  | | |  | |
|  | (Signature of Authorized Representative) | |  | (Date) | | |  | |
|  |  | |  |  | | |  | |
|  | **Date(s) of annual policy review:** | | | | | |  | |