



I. PURPOSE

In compliance with state and federal law, there must be a formal procedure for maintaining property records/inventory of equipment purchased with restricted funds

II. DEFINITIONS

- A. ESSA- “Every Student Succeeds Act”

III. POLICY

- A. Equipment purchased with restricted funds, must be used for the program or project for which it was acquired, for as long it is needed.

- B. Property records must be kept that include, at a minimum, all the following:

1. Name/identity of title holder
2. Description of the property
3. Source of the property
4. Name of the custodian of the property
5. Name, make, or manufacturer
6. Acquisition date and cost of the property
7. Method of acquisition, and if purchased, the voucher, check, or warrant number
8. Percentage of the federal participation in the acquisition of the equipment
9. Location, use, and condition of the property
10. Any disposition information, such as the date of disposal and sale price
11. Date the item was last physically inventoried and the condition of the item as of that date

- C. Equipment must be permanently marked, if practicable



- D. Inventory must be reconciled at least annually and when there is a change of custodian. There must be a control system established to prevent loss, damage, or theft of the equipment and any such loss, damage or theft should be investigated.
- E. There must be appropriate maintenance procedures to keep the equipment in good condition.
- F. If it is deemed appropriate to see the equipment, there must be procedures established to ensure the highest possible return.
- G. There must be procedures for proper disposition of equipment when it is no longer needed for the project of program, or any other activities currently or previously supported by a federal agency.
- H. For ESSA Programs, supplies and materials that are expected to last more than one year need to be inventoried and marked with the name of the program that purchased the material, excluding books and furniture.

Legal References:

[2 CFR §§ 200.317-200.326](#)

[2 CFR §§ 200.313-200.314](#)

[Title I, Part A of the ESSA Handbook, pgs. 11-12](#)