

# USBE *Perkins V Local Application Guide*

## Equipment & Supplies Requirements

The Equipment & Supplies section of the Perkins V Local Application Guide contains the guidelines for meeting the accountability requirements for equipment purchases and property records for equipment purchased with Perkins funding. The following are guidelines for meeting the accountability requirements for equipment purchases and property records for equipment purchased with Perkins funding:

- The purchase of new or used equipment is *permissible* with grant funds.
- Purchased equipment must be *reasonable* and *necessary* to effectively operate the CTE program. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost (2 CFR 200.404).

### Expendable or Nonexpendable?

A distinction must be made between supply and equipment purchases. Equipment purchases:

- Have a value of more than \$5,000.
- Have an equipment pre-authorization approval received from the Utah State Board of Education if the equipment purchase was NOT detailed in your initial budget
- Are properly safeguarded, monitored and accounted for within the normal course of operations

### Accountability and Inventory

All equipment purchased with CTE funds must have property records always maintained. This property record should be in place and used to maintain accountability and control over assets acquired using grant funds. An asset listing ensures the provider/recipient will have an audit trail in place to document relevant information pertaining to equipment purchases.

### Property Records should include:

- date of purchase
- item description
- serial/model number
- institutional tag number, if applicable
- purchase price
- location of equipment
- source of funds used for purchase
- date of disposal
- method of disposal
- fair market value at the date of disposal

### Disposal of Equipment

When equipment is no longer needed for the original project or program for which it was acquired, the equipment shall be used in other federal projects or programs. The program should notify the USBE, and if the equipment is not needed in any other project or program, it may be retained, sold or otherwise disposed of. To eliminate any item from the local inventory, the program must follow these guidelines:

- Items of inventory may be sold or otherwise disposed of without further financial obligation to the USBE if the equipment item has a per-unit current fair market value of less than \$5,000. The disposal of such items should be so noted on the equipment inventory.
- Any funds received from the sale or disposed equipment must be returned to the program and expended prior to any additional funds being expended.
- Items of equipment with per-unit current fair market value of \$5,000 or more may not be disposed of without approval from the USBE Director or authorized Designee for CTE. A request to dispose of such equipment must be submitted in writing to the USBE. Permission to dispose of the designated equipment will be granted in writing following a review of therequest. Property Records must be updated to reflect this disposal.

### Perkins-funded Equipment Inventory

Fiscal Years Represented: [20xx-20xx]

Reviewed on [review date]

[illegible]

[illegible]

# Perkins Funded Inventory Disposition Form

## [Inventory Date Range]

[illegible]

[illegible]

# Perkins Funded Inventory Disposition Form 1992-2021

[illegible]

[illegible]



**Staff Inventory Training (required for all Perkins-related staff #x/year)**

[Date Range]

[illegible]

[illegible]

[illegible]

[illegible]