

**Inventory Disposition Request for the Carl D. Perkins Grant**

The federal Education Department General Administrative Regulations (EDGAR) establishes procedures for federal agencies and participants entering covered transactions. These procedures apply to grantees and subgrantees of Carl D. Perkins funds. Section 2 CFR 200.313 describes procedures for the use, management, and disposition of equipment.

A copy of this form with the Authorized Signature for the institution, must be retained by the local recipient to document the disposal of equipment originally purchased with Perkins funds.

**Instructions:**

Equipment value is to be determined by a professional appraiser, reputable company or by some other means which will accurately represent the true current value of equipment. For each item described below, please indicate Item ID as either EQ for Items of Equipment or SP for Unused Supplies.

**EQ: Items of Equipment with a Current per Unit Fair Market Value in Excess of \$10,000**

In the table below grantees must identify equipment, including technology hardware and software purchased with federal grant funds, that has a current fair market value in excess of \$10,000 per unit. Note: this includes equipment budgeted in both Supplies and Materials and Capital Outlay.

**SP: Unused Supplies with a Total Aggregate Fair Market Value in Excess of \$10,000**

In the table below grantees must identify unused supplies and materials purchased with grant funds that have an aggregate fair market value in excess of \$10,000.

Examples of Disposition Requests:

- \* Dispose of as having no monetary value.
- \*\*Sale of unused federally funded item
- \*\*Cash realized from sale or trade-in will be retained by the Postsecondary Institution and applied to career and technical education programs.
- \*\*Transfer to another education agency for use in career and technical education programs. (include name of agency receiving equipment)
- \*\*Equipment trade in with credit applied toward the purchase of new career and technical education instructional equipment.
- \*\*Equipment sold at public auction. Proceeds to be used to purchase new career and technical education instructional equipment.
- \*\* *Complete additional tables below as well.*

**Name of Institution:**

| Item ID | Item description | Serial number | Item location | % of grant funds used for purchase | Date of Purchase | Purchase Price | Current Fair Market Value | Disposition Request* |
|---------|------------------|---------------|---------------|------------------------------------|------------------|----------------|---------------------------|----------------------|
|         |                  |               |               |                                    |                  |                |                           |                      |
|         |                  |               |               |                                    |                  |                |                           |                      |
|         |                  |               |               |                                    |                  |                |                           |                      |
|         |                  |               |               |                                    |                  |                |                           |                      |
|         |                  |               |               |                                    |                  |                |                           |                      |

**Complete this section, if equipment will be sold or traded**

| Item ID | Item description | Purchase Price | Amount received from equipment being sold/traded | Amount of credit applied to the purchase of new equipment | Description of new equipment |
|---------|------------------|----------------|--|---|------------------------------|
|         |                  |                |  |   |                              |
|         |                  |                |  |   |                              |
|         |                  |                |  |   |                              |

**Complete this section, if equipment will be transferred to another education institution for use in career and technical education programs.**

| Item ID | Item description | Purchase Price | Name of education institution receiving equipment |
|---------|------------------|----------------|---|
|         |                  |                |   |
|         |                  |                |   |
|         |                  |                |   |

**Complete this section, if equipment traded in with credit, applied towards the purchase of new career and technical education equipment.**

| Item ID | Item description | Purchase Price | Funds received from trade-in | Amount of Perkins proceeds applied to purchase | Description of new purchase |
|---------|------------------|----------------|------------------------------|--|-----------------------------|
|         |                  |                |                              |  |                             |
|         |                  |                |                              |  |                             |
|         |                  |                |                              |  |                             |

**Complete this section, if equipment was sold at public auction and proceeds are to be used to purchase new career and technical education equipment.**

| Item ID | Item description | Purchase Price | Funds received from public auction | Amount of proceeds applied to purchase | Description of new purchase |
|---------|------------------|----------------|------------------------------------|--|-----------------------------|
|         |                  |                |                                    |  |                             |
|         |                  |                |                                    |  |                             |
|         |                  |                |                                    |  |                             |

**Certification**

Grantee verifies that the information provided is accurate.

\_\_\_\_\_  
Authorized Signature, e.g. President/CEO

\_\_\_\_\_  
Date

**Please upload your completed form in PDF format via:**  
**Smartsheet**