

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

Grants Policy and Oversight – 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:**

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 \$5,000**

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 \$5,000 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 \$5,000**

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 \$5,000.

Item ID	Item description	Serial number	Item location	% of grant funds used for purchase	Date of Purchase	Purchase Price	Current Fair Market Value	Current Trade-In or Sale Value (if applicable)	Disposition Request*

\*Examples of Disposition Requests:

- \* Transfer to another education agency for use in career and technical education programs
- \* Transfer to a similar federal program
- \* Sale of unused federally funded item
- \* 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.
- \* Cash realized from sale or trade-in will be retained by the Postsecondary Institution and applied to career and technical education programs.
- \* Dispose of as having no monetary value

Disposition Request Justification

In the box below, applicants should provide a brief justification for their disposition request for the equipment listed above. Note: responses are limited to the space provided.

**Certification**

Grantee verifies that the information provided is accurate.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Postsecondary Institution Name

\_\_\_\_\_  
NOGA ID#

Please return completed forms in PDF form to:

**Texas Higher Education Coordinating Board**  
**Workforce Education, Community and Technical Colleges**  
[Perkins@highered.texas.gov](mailto:Perkins@highered.texas.gov)