North Carolina Department of Public Instruction

School Business Division

Monitoring & Compliance Section

# EQUIPMENT DISPOSITION REQUEST

PRC Number: \_\_\_\_ Federal Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LEA Number: \_\_\_\_ LEA Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) |
| Description of Equipment Item | Serial or other identification number | Funding Source | Titleholder | Acquisition date | Acquisition cost | Federal participation percentage | Location | Use | Condition | Disposition data include date and method of disposal |
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| **Federal Programs Director:** |  | **Date:** |  |
| **Principal:** |  | **Date:** |  |

See Page 2 (or Reverse Side) for Preparation Instructions

**Instructions for Preparation of
Equipment Disposition Request**

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| --- | --- |
| A. | 1. Complete columns 1-4 for the items which will be purged from inventory
2. Complete column 5 for each item. Use **"Excellent, Good, Fair, Poor or Useless"** to describe the current condition. If the item cannot be located, and the condition is not known, use **"Unknown"**. However, a physical inventory of equipment must be taken and the results reconciled with the property records at least once every two years to verify the existence, current utilization, and continued need for the equipment.
3. Complete column 6 for each item with recommended action.
	1. **Cannibalize** - Equipment that has become obsolete or unserviceable due to excessive repair costs, but still has serviceable component parts that can be used to repair, modify or construct other items of equipment.
	2. **Beyond Repair - Discard** - Equipment that has been used beyond repair and the parts are not usable, and the item will be discarded.
	3. **Lost** - Indicated the last date of inventory, and when the item of equipment was unable to be located.
	4. **Stolen** - Attach a copy of the Official Police or Sheriff Investigation Report.
	5. **Destroyed by Fire, Water, or Natural Disaster such as Flood, Wind, Snow, Ice, etc.** - Indicate insurance claim value as well as the date the claim was filed and attach a copy, if possible.
	6. **No Longer Required** - The equipment is no longer needed for the operation of the program and is available for transfer or sale. Indicate "Transfer" or "On Loan to (other Federally funded Education Programs)" or "Sell at Auction" or "Sell Through Purchasing at a Fair Market Value" for any item of equipment with a unit cost of $5,000 or more.
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| B. | The LEA Program Director signs to indicate approval of the request for disposition. |
| C. | A notification will be mailed of the approved disposition action and any further disposition instructions if necessary. |