

Equipment Inventory

Contractor Legal Name:					Funding Source (e.g. CSPP)				
Item Description*	Serial or Identification Number	Original Cost	Acquisition Date	Location of Item	Use	Current Condition	Disposal**		
<i>Example: King-Wade desktop computer</i>	<i>12345678-9011</i>	<i>\$1,500</i>	<i>7/12/2004</i>	<i>B.L. Warren Preschool</i>	<i>In Classroom #5</i>	<i>Good</i>			
<i>Example: Metover refrigerator</i>	<i>23434234-90</i>	<i>\$1,200</i>	<i>2/13/1995</i>				<i>6/5/2011</i>	<i>Transfer to U.L. Max C.D.C.</i>	
I certify the information contained in this Equipment Inventory form represents a complete and accurate disclosure of items purchased with California Department of Education (CDE) funds.				Signature			Inventory Completion Date		

* List each piece of equipment, purchased in whole or part, with child care services funds provided by the CDE.

**Enter date the item was removed from service and its disposition. Equipment can be either: 1) donated to another CDE funded service provider; or 2) transferred to the California Dept. of General Services, Surplus Property/Reutilization; or 3) sold with the proceeds deposited into the Child Development Fund as restricted income. Contact the Early Education and Support Division to find out more about the property transfer option.

References: 1) CA Education Code, Section 35168; 2) CA Code of Regulations, Title 5, Section 3946; 3) 34 CFR 80.32; 4) CDE School Accounting Manual; 5) CDE Audit Guide, Equipment Inventory

Note: A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.