

PERKINS EQUIPMENT INVENTORY SHEET

2015-2016

- Select one: LAUSD Division of Adult and Career Education Section 132/ROCP
 LAUSD Division of Adult and Career Education Section 132/ADULT

CTE/PERKINS EQUIPMENT INVENTORY SHEET

(ATTACHMENT A)

Pursuant to California Education Code 35168:
 The LEA must maintain an inventory record for each piece of equipment with an acquisition cost of \$500 or more purchased with federal funds.

Pursuant to 20 U.S.C. 1232f (General Ed. Provisions Act, §437):
 All LEA records related to the receipt, expenditure and administration (plans, applications, claims and acquisition) of Perkins funds must be retained for five years after the end of the grant period. Copies of the inventory must be retained for five years after the end of the grant period.

Pursuant to Federal Regulations §80.32:
 A physical inventory of equipment purchased with Perkins funds must be taken at least once a year.



Equipment Location

School Site & Service Area: _____
 Program (Career Pathway): _____
 Industry Sector: _____
 Room: _____
 Completed By: _____
 Date Verified: _____ *Date must be updated for all revisions.*

1

NEW

NEW NEW

	Item Description	Brand	Model	Vendor	Serial #	FUNDING SOURCE <i>(select one)</i>		Purchase Order Number	Purchase Date	Acquisition Cost	Current Market Value	Percentage of Federal Participaition in Cost	Condition	Date Inspected	Comments (Transfer, Replacement, Final Disposition)	Disposal Date
						Perkins Sticker #	LAUSD #									
1	Computer	IBM	ThinkCentreM58	Arey Jones	4FM9J790	20434		PD50010114	12/20/2014	\$1,333		100%	Good	9/20/2015		
2	Printer	HewlettPackard	LaserJet 3500	Arey Jones	CNBRK22634	20322		PD50010115	12/21/2014	\$1,056		100%	Good	9/20/2015		
3	Printer	HewlettPackard	LaserJet2800	KIS Computers	SAMN083000		162393	PD70031289	6/13/2015	\$1,200		0%	New	9/20/2015		
4																
5																
6																
7																
8																
9																
10																

This CTE/Perkins Equipment Inventory Sheet is available at <http://perkins.adultinstruction.org/>. The inventory list must include the following eleven categories of information:

- 1 Equipment location: Name of school site, room and date the location information was verified.
- 2 Description, Brand, Model: Equipment description, including the manufacturer's name, model number and vendor.
- 3 Serial #: An identification number, which may be the manufacturer's serial number.
- 4 Perkins ID/LAUSD ID: Identification of funding by source, either general funding or federal Perkins funding.
- 5 Purchase Order Number
- 6 Acquisition date (when purchased).
- 7 Acquisition Cost
- 8 Current Market Value based on straight line depreciation over 7 year period per LAUSD bulletin BUL-953.1
- 9 Percentage of cost from federal participation based on the amount of federal money to purchase the item.
- 10 Condition, Date Inspected: Current equipment condition and date the equipment was inspected.
- 11 Comments, Disposal Date: Information on the equipment use, including a statement if there was a change in use, ultimate transfer, replacement or disposition of the equipment & date.

Sample inventory tag for Adult/ROCP Perkins purchased equipment:



For inventory info contact Gonzalo Perez (213) 241-3719 or gxp4401@lausd.net