CHECKLIST FOR COMPLIANCE FOR

EQUIPMENT INVENTORY LIST:

Verify that the column headings on the LEA Equipment Inventory Sheets contain (at a minimum) the following information (from EDGAR Section 80.32):

- Description of the property, including manufacturer's model number, if any
- □ Manufacturer's serial number or other identification number
 - ID #'s can be numbers that are assigned by the LEA
- □ Identification of the funding source under which the property was acquired
- □ Acquisition date and unit cost
- □ Source of property (company name)
- Percentage of federal funds used in the purchase of the property
- □ Present location, use, condition of the property, and date the information was reported
- □ All pertinent information on the ultimate transfer, replacement, or disposition of the equipment

An inventory that tracks all the above information might look like this:

Description	Manufacturer's Model #	Serial # Or ID #	Funding Source	Date Purchased	Unit Cost	Vendor	% of Federal Funds Used	Location	Condition	Date the Location/Con dition were verified	Disposed of/ Replacement Date