

Office of Federal Assistance Education & Engagement

Equipment Inventory Checklist

Purpose: To provide recipients with general suggestions in developing their management of equipment purchased in whole, or in part with Federal funds. A physical inventory of equipment must be taken, and the results reconciled with the property records at least once every two years.

Authority: 2 CFR 200.313

Component	Required Information	Completion Status	Completion Date
Description of Equipment			
Identification number or serial number of the equipment			
Title holder of the equipment			
Federal Award Information Number (FAIN)			
Acquisition date of the equipment			
Acquisition cost of the equipment			

Federal participation percentage in purchasing the equipment			
Current location of the equipment			
Percentage of Federal participation in the overall project			
Use and condition of the equipment			
Disposition data, including date of disposal and sale price, or method used to determine fair market value			