Florida Department of Education Division of Career and Adult Education

PROJECTED EQUIPMENT PURCHASES FORM

Equipment projected to be purchased from this grant <u>must</u> be submitted on this form <u>or</u> in a format that contains the information appearing on this form.

A) _

Name of Eligible Recipient

TAPS Number

B) _

Project Number (DOE USE ONLY)

Agencies are accountable for all equipment purchased using grant funds including those below the agencies threshold.

PROJECTED EQUIPMENT PURCHASES

(Cells will expand when text is typed.)

ITEM #	FUNCTION CODE	OBJECT CODE	ACCOUNT TITLE	DESCRIPTION	SCHOOL / PROGRAM	NUMBER OF ITEMS	ITEM COST (\$)	TOTAL AMOUNT (\$)
	Α	В	С	D	ш	F	G	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Inventory Guidelines

The following elements are required on the inventory of all equipment purchased.

2 C.F.R. 200, Uniform Guidance, 200.313 Equipment: Property records must be maintained that include a description of the property, a serial number or other identification number, the source funding for the property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

State Requirements for inventory elements are located in Rule 69I-72.003, Florida Administrative Code, Recording of Property.

Does the agency's inventory system contain all required federal and state elements listed above?



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Instructions for Completion

This form should be completed based on the instructions outlined below, unless instructed otherwise in the Request for Proposal (RFP) or Request for Application (RFA). Use multiple forms as needed.

- A. Enter Name of Eligible Recipient.
- B. Project Number (DOE USE ONLY)

COLUMN A - FUNCTION CODE:	SCHOOL DISTRICTS ONLY: Use the four digit function codes as required in the <u>Financial and Program Cost</u> <u>Accounting and Reporting for Florida Schools Manual.</u>
COLUMN B - OBJECT CODE:	SCHOOL DISTRICTS: Use the three digit object codes as required in the <u>Financial and Program Cost Accounting and</u> <u>Reporting for Florida Schools Manual.</u>
	COMMUNITY COLLEGES: Use the first three digits of the object codes listed in the <u>Accounting Manual for Florida's Public Community Colleges.</u>
	UNIVERSITIES AND STATE AGENCIES: Use the first three digits of the object codes listed in the <u>Florida Accounting Information Resource Manual.</u>
	OTHER AGENCIES: Use the object codes as required in the agency's expenditure chart of accounts.
COLUMN C – ACCOUNT TITLE:	Use the account title that applies to the object code listed in the accordance with the agency's accounting system.
COLUMN D – DESCRIPTION:	Provide detailed descriptions/specifications of all equipment items to be purchased that have a projected unit value of \$5000 (State's threshold) or more with a useful life of one year or more.
COLUMN E – SCHOOL/PROGRAM:	Provide the name of the school and the name of the program for which the equipment is being purchased.
COLUMN F – NUMBER OF ITEMS:	Provide the total number purchased of this item.
COLUMN G – ITEM COST:	Provide the projected cost for each item.
COLUMN H – TOTAL COST:	Provide the total projected cost of all items.