



# Grants Administration Division Inventory Disposition Request

Location: \_\_\_\_\_

Administrator's Name: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

**Disposition approval is required when equipment originally purchased with federal grant funds is no longer needed for the original project, programs currently funded by other USDE grants, or projects previously supported by USDE grants.**

In accordance with 2 CFR 200.313 and 200.314, complete and submit this form to request approval to dispose of equipment or supplies and materials purchased with federal grant funds. If you are not disposing of the item but rather are transferring it to a federal program on another campus or another federal program on the same campus, this form **may** be submitted but is **not** required.

Complete a separate copy of this form to request disposition of items purchased with funds from the same federal grant.

Name of grantee  County-district #  Name of federal grant

### Market Value \$500 or Less (Or Local Capitalization Policy, Whichever Is Less)

Equipment and unused supplies and materials with a current per-unit fair market value of less than \$500 may be retained, sold, or otherwise disposed of with no further obligation to TEA or the federal government.

If you check both of the boxes below, leave the next two sections blank. Complete the certification section and submit the signed form as directed.

- The grantee has no equipment purchased with federal grant funds with a current per-unit fair market value in excess of \$500.
- The grantee has no unused supplies or materials purchased with federal grant funds with an aggregate current fair market value in excess of \$500.

### Equipment with Market Value Greater Than \$500 (Or Local Capitalization Policy, Whichever Is Less)

Item description  Serial #  Item location

Date of purchase  Purchase price  % paid w/ grant funds  Current fair market value  Condition

Check one of the following boxes to indicate the reason for disposition or transfer:

- Inventory disposed under 2 CFR 200.313-314, funds will be returned to TEA to return to the federal government.

**Required:** NOGA ID of grant used to originally purchase item

Provide a justification for disposing of the equipment item. Attach a list of multiple items on a separate sheet. All proceeds from the disposition will be refunded to TEA.

- Transfer item to another campus that is implementing the same federal program.
- Transfer item to a similar federal program.
- Equipment was stolen, with appropriate report to authorities. Internal controls are in place to prevent further theft.
- Equipment was lost, with appropriate report to authorities. Internal controls are in place to prevent future loss.

### Supplies/Materials with Aggregate Market Value Greater Than \$500 (Or Local Capitalization Policy, Whichever Is Less)

Item description  Serial #  Item location  Date of purchase

Purchase price  Percentage paid w/ grant funds  Current aggregate fair market value  Condition

Check one of the following boxes to indicate the reason for disposition or transfer:

- Inventory disposed under 2 CFR 200.313-314, funds will be returned to TEA to return to the federal government.

**Required:** NOGA ID of grant used to originally purchase item

Provide a justification for disposing of the supplies. Attach a list of multiple items on a separate sheet. All proceeds from the disposition will be refunded to TEA.

- Transfer item to another campus that is implementing the same federal program.
- Transfer item to a similar federal program.
- Supplies and materials were stolen, with appropriate report to authorities. Internal controls are in place to prevent further theft.
- Supplies and materials were lost, with appropriate report to authorities. Internal controls are in place to prevent future loss.

### Certification

This form must be signed by the authorized official. Email the signed form to TEA's chief grants administrator at [grants@tea.texas.gov](mailto:grants@tea.texas.gov), or fax to (512) 463-7915 or (512) 463-9811.

Name and title of authorized official  Signature  Date

### For TEA Use

Inventory  disposition or  transfer is approved as requested, based on the information provided.

Inventory  disposition or  transfer is approved with the following changes:

Inventory disposition/transfer is denied.

Signature of chief grants administrator  Date