

## 21<sup>st</sup> Century Community Learning Centers Inventory Disposition Request Form

**EQUIPMENT:** Tangible, non-expendable, personal property having a useful life of more than one year (see page 3 of the 21st CCLC Grant Closing Guidelines document).

List all items with an acquisition cost of \$5,000 or more. Mark the option of how you will dispose.

Serial/ID Number	Item Description	Item Location	Purchase Price	Purchase Date	Percentage of 21 <sup>st</sup> CCLC federal funds used for purchase	Current Per Unit Fair Market Value	Condition - Good, Fair, Poor	Disposition Status - Retain, Auctioned, Etc. (if auctioned, indicate date and amount sold for)	If auctioned; Indicate amount & date proceeds returned to ODE	If Transferred; Organization & Location Transferred To

**SUPPLIES:** Consumed in use, lose their original appearance with use, are expendable, and are inexpensive, and lose identity through incorporation into a more complex unit or substance (see page 4 of the 21st CCLC Grant Closing Guidelines document).

List all supply items with an aggregate value of \$5,000 or more. Mark the option of how you will dispose.

Serial/ID Number	Item Description	Item Location	Purchase Price	Purchase Date	Percentage of 21 <sup>st</sup> CCLC federal funds used for purchase	Current Total Aggregate Fair Market Value	Disposition Status - Retain, Transfer, Etc.	If cannot transfer; indicate amount & date proceeds returned to ODE	If Transferred; Organization & Location Transferred To

### Disposition Options per EDGAR, CFR 34, Part 80.32:

- ✓ Retain Equipment if 21<sup>st</sup> CCLC programming continues to operate;
- ✓ Offer to transfer to other program/project currently or previously supported by federal funds; or
- ✓ Retain or Sale at Auction (ODE approval required).

21st CCLC Sub-Grantee Name –	
Grant Name –	Grant Number –
Responsible Staff Name -	
Signature of Responsible Staff Person _____	
Contact Telephone Number –	
Email Address - _____	
Date: _____	