

Delegate Property Inventory

(Hot Sheet)

CF/F-5 Revised 11/08
(mandatory)

Property inventory records must be maintained for all property/equipment that is valued at \$5000 or more per unit. A physical inventory must be completed annually.

Column A **Delegate Asset Number**

Record the internal agency asset number assigned to this piece of equipment.

Column B **Description of Property**

Describe each piece of equipment with a short statement.

Column C **Manufacturer's Serial Number or Identification Number**

Record the manufacturer's serial number or other identification number to facilitate tracking of property or recovery if equipment is lost or stolen.

Column D **Funding Source and Percent**

Put the % of MHS/RHS funds used to purchase each piece of property and/or equipment.

Column E **Acquisition Date**

Record the date each piece of property/equipment was purchased.

Column F **Original Unit Cost**

Record the original purchase price which should include all taxes, delivery fees, freight and set-up or installation fees.

Column G **Vendor Name**

Record the name of the supplier from whom you purchased the equipment.

Column H **Condition**

Record the date the last physical inventory took place.

Columns I-K **Location**

Record the place where the equipment is currently located. A key may be developed to conserve the space needed to record the location. If a key is used, please attach it when submitting the Property Inventory.

Column L **Condition**

Record the appropriate condition: E=Excellent, G=Good, F=Fair or P=Poor for each piece of equipment. This condition should be as of the date of the last physical inventory.

Columns M-P **Ultimate Disposition Data: Date/Method/Recipient/Price**

Record specific information regarding the sale or disposal of equipment no longer needed or useable by the Head Start Program. If the property is sold, record the purchaser, the sales price and the date of sale. All monies received must be reported as miscellaneous income to the current Head Start program year. If the property is disposed of by another method, record the method, date and any revenue received. For disposal of property with an original acquisition cost of \$1000 or more, written approval from SCOE must be obtained and attached to the property inventory records.