Equipment / Inventory Tracking Sheet

Agencies that purchase equipment with federal funding are required to maintain a Capital Asset/Equipment Inventory as per §2 CFR 200.313(d)(1). A separate form for equipment disposition must be submitted when transferring or disposing of grant-funded equipment. If you have any questions, please contact your assigned Grant Specialist C at (850) 617-1250.

Agency: _____ **Award ID:** _____

Completed By: _____ **Date:** _____

Phone: _____ **Email:** _____

Description of Property, Including Manufacturer	Serial No. or Asset Tag	Title Holder	Date of Acquisition	Total Item Cost	% of Award Funds Used	Location of Property	Current Condition of Property	Disposition Information
EXAMPLE: Dell Optiplex 7500	*A12345*	*LSO*	*7/9/2019*	*$1,200.00*	*100%*	*Assigned to…*	*New, Used, etc.*	*N/A if in use*