

PROPERTY INVENTORY
(EQUIPMENT PURCHASES)

SUBGRANT NUMBER _____

AGENCY NAME _____

The following information should be provided to DAC and kept in the subrecipient's VOCA file:

- 1) Item Description:

- 2) Title Holder:

- 3) Property Inventory, Voucher or Serial #:

- 4) Date Purchased:

- 5) Was item new or used?

- 6) a. Cost (if donated, please state so and estimate a value):

b. What percentage did VOCA fund contribute to the overall cost if not 100%?

- 7) Equipment Location:

- 8) Present Use:

- 9) Condition:

- 10) Disposition (if lost, explain; if stolen, attach police report; if sold, date of sale and sale price*):

*If VOCA funded equipment is sold, proceeds must go toward purchase of replacement equipment. Prior written approval from DAC is required (OJP Financial Guide, Pg.49 #2b)