

OKLAHOMA DISTRICT ATTORNEYS COUNCIL
Victims Services Division
PROPERTY INVENTORY FORM

Grant Program: Victims of Crime Act (VOCA)

Subgrant Number: _____

Subgrantee Name: _____

Address: _____

Project Director: _____

Award Amount: _____

The following information should be provided to DAC by uploading to OKGrants 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.