Formulas Grant Notice of Project Completion
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Complete this page if you purchased equipment, in whole or in part, greater than $300.00 with federal funds.
Complete a separate Page 2 for each item of equipment purchased.

Project name: ____________________________________________
Subrecipient: _____________________________ Project number: ____________________________
Address _____________________________ Phone number: ____________________________
Award amount: $ ____________________________ Project period: ____________________________
Federal Funds Spent: $ ____________________________

Description of property: ____________________________________________
Serial number or other ID number: ____________________________
Equipment purchased from: ____________________________ Owner of Property: ____________________________
Purchase date: ____________________________ Purchase price $ ____________________________
Percentage of federal funds used to purchase equipment: ____________________________
Location of equipment: ____________________________
Equipment purchased as: □ New □ Used
Current condition of equipment: ____________________________
If applicable Disposal date: ____________________________ Sale price $ ____________________________

Property Management Notes:
Other recipient and subrecipient procedures for maintaining equipment (including replacement), whether acquired in whole or in part with project funds, will, at a minimum, meet the following requirements.

Property records must be maintained which include:
1. Description of the property
2. Serial number or other identification number
3. Source of the property
4. Identification of title holder
5. Acquisition date
6. Cost of the property
7. Percentage of Federal participation in the cost of the property
8. Location of the property
9. Use and condition of the property
10. Disposition data, including the date of disposal and sale price

A physical inventory of the property must be taken and the results reconciled with the property records at least once every 2 years.

A control system must exist to ensure adequate safeguards to prevent:
1. Loss
2. Damage
3. Theft of property

Any loss, damage, or theft shall be promptly and properly investigated by the recipient and subrecipient, as appropriate.
Adequate maintenance procedures must exist to keep the property in good condition.
If the recipient or subrecipient is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

E-mail forms to: idjcgrants@idc.idaho.gov

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