**The University of the State of New York**

**THE STATE EDUCATION DEPARTMENT**

## Office of Career and Technical Education

**Education Building, Room 315**

### Albany, New York 12334

**VERIFICATION OF THE DISPOSAL OF EQUIPMENT PURCHASED WITH**

**CARL D. PERKINS STRENGTHENING CAREER AND TECHNICAL EDUCATION**

**FOR THE 21ST CENTURY (PERKINS V) ACT FUNDS**

Grants Policy and Oversight – The federal Education Department General Administrative Regulations (EDGAR) establishes procedures for federal agencies and participants entering covered transactions. These procedures apply to grantees and subgrantees of Carl D. Perkins funds. Section 80.32 describes procedures for the use, management, and disposition of equipment.

**The entire EDGAR is available on the** [**United States Department of Education’s website**](http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html)**.**

#### Instructions

One copy of this form with original signature of the Chief School Officer, must be retained by the local recipient to document the disposal of equipment originally purchased with Perkins funds.

*Equipment value is to be determined by a professional appraiser, reputable company or by some other means which will accurately represent the true current value of equipment*.

**NAME OF AGENCY**:

**DESCRIPTION OF EQUIPMENT AVAILABLE FOR DISPOSAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **DESCRIPTION AND SERIAL NUMBER** | **PERKINS PROJECT NUMBER** | **ORIGINAL**  **COST** | **CURRENT TRADE-IN**  **OR SALE VALUE** |
| 1.  2.  3. |  |  |  |  |

*(attach additional tables as necessary)*

1. Total value of equipment to be disposed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Method of equipment disposal: (check one)
   1. Transfer to another education agency for use in career and technical education programs

Name of Agency Receiving Equipment:

b.  Equipment sold at public auction. Proceeds to be used to purchase new career and technical education instructional equipment. The Local Education Agency (LEA) will become the custodian of this equipment and will maintain inventory records.

**DESCRIPTION OF EQUIPMENT TO BE PURCHASED WITH PROCEEDS**

**FROM PUBLIC AUCTION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **DESCRIPTION** | **COST** | **FUNDS**  **RECEIVED FROM PUBLIC AUCTION** | **AMOUNT OF PERKINS**  **PROCEEDS APPLIED TO**  **PURCHASE** |
| 1.  2.  3. |  |  |  |  |

*(attach additional tables as necessary)*

c.  Equipment traded-in with credit applied toward the purchase of new career and technical education instructional equipment. The LEA will become the custodian of this equipment and will maintain inventory records.

**DESCRIPTION OF EQUIPMENT TO BE PURCHASED WITH PROCEEDS OF TRADE-IN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **DESCRIPTION** | **COST** | **FUNDS RECEIVED FROM TRADE-IN** | **AMOUNT OF PERKINS**  **PROCEEDS APPLIED TO PURCHASE** |
| 1.  2.  3. |  |  |  |  |

*(attach additional tables as necessary)*

1. Dispose of as having no monetary value.
2. Cash realized from sale or trade-in will be retained by the LEA and applied to career and technical education programs.

Signature:

*Chief School Officer*

Date: