Equipment Management – Federal Rules

Records must be maintained and must include this information:
• Description
• Source (name of vendor)
• Who holds title (always BCPS)
• Acquisition date and cost (from P.O.)
• Source of funds/unit number
• Program-generated ID or serial number
• % of Federal participation in the cost (usually 100%)
• Location (staff should know where to find item)
• Condition (new, good, fair, etc.)
• Disposition data (disposal, sales price, market value)

Auditors may request to see equipment purchased with federal funds!
Equipment Management – Tracking Sensitive Items

- *Sensitive items*, e.g. laptops, tablets
  
  • Although cost is below “equipment” threshold, and no regulations exist, USDE audits and monitoring reports suggest importance of formal tracking system for these items
  
  • Include sign-out procedures for portable items
  
  • Ensure adequate tagging
Equipment Management - Sensitive Items

BCPS Procedure

**Sensitive Equipment** – Non-capital equipment (i.e. unit cost greater than $500 and less than $5,000) with an expected useful life of more than one year, which are transportable, easily concealable, or are prone to theft. The following items are considered sensitive and shall be accounted for by the custodian school or office:

- Portable computer equipment (includes laptops, netbooks, tablets, ipads)
- Electronic devices including cameras, projectors, sound equipment
- Power tools
- Musical instruments
- Science/lab equipment
- Power grounds/landscaping equipment (e.g. mowers, chainsaws, trimmers/edgers, snow blowers)
- Any other non-capital equipment with a history of theft or loss