

Prior to purchasing any equipment with adult education funds, written approval must be secured from the Adult Education Division. The local education agency (LEA) will only use the equipment for the purpose(s) for which it is acquired or for other allowable adult education use.

Adult Education Equipment Inventory Instructions:

Each non-consumable item with a normal usage life expectancy of two or more years ***and*** an individual unit cost of **\$500.00 (including tax)** or more must be listed on the Adult Education Division Inventory Control Form, **Revised: 07/23/10**, and any change in its status must be properly recorded on the form. Programs should keep a list of items of lesser value and their general location for program information. This list should be on program letterhead and signed and dated by the LEA administrator. A copy of this list should be submitted along with the complete inventory to the Adult Education Division office.

Each non-consumable item with a normal usage life expectancy of two or more years ***and*** an individual unit cost of **\$500.00 (including tax)** or more must be marked in plain view with an Adult Education prefix (AdEd), inventory number and the name of the LEA using an etching pen and/or lettering directly on the equipment with indelible ink. This should be done in addition to any other identification that may be required by the LEA.

Entries on Adult Education Division Inventory Form should include the following information:

- Column 1** - Item number assigned (Begin with one and continue consecutively).
- Column 2** - AdEd prefix and ID Number.
- Column 3** - Serial number
- Column 4** - Description (make, model number, serial number, color, etc.).
- Column 5** - Number of like units (Each must be assigned an item number and multiple numbers listed in Column 1 if multiple numbers of an item are listed).
- Column 6** - Total cost of each unit from invoice, including tax and shipping charges and less any discount.
- Column 7** - Invoice date. (Date acquired)
- Column 8** - Location (school, office, etc.) to which equipment is assigned.
- Column 9** - Date the equipment is assigned.
- Column 10** - Place to where item is transferred.
- Column 11** - Date of transfer.
- Column 12** - Full information on final disposition of property. Attach a copy of the ADULT EDUCATION DIVISION INVENTORY TRANSFER/DISPOSAL FORM (**Revised 07/23/10**)

Since the inventory record is of a permanent nature, numbering will continue consecutively, year after year, rather than starting a new series each year.