Module 7 - Equipment and Property Log Template

Federal Grant Recipient / Subrecipient

Field	Entry
Item Description	
Property ID / Tag Number	
Serial Number	
Federal Award ID / Grant Number	
Funding Source (Agency / Pass-Through)	
Acquisition Date	
Acquisition Cost	
% of Federal Participation	
Location (Building / Room)	
Condition at Acquisition	New/Used
Current Condition	
Useful Life	
Equipment Class (Computers, Vehicles, Lab, etc.)	
Disposition Instructions (when applicable)	
Date Disposed	
Method of Disposition (Sale / Transfer / Scrapped)	
Sales Proceeds Returned?	Yes/No
Notes	

Required Elements per 2 CFR 200.313 (as updated)

- Description
- Serial number / ID
- Source of funding
- Who holds title
- Acquisition date
- Cost
- Percentage of federal participation
- Location
- Condition
- Disposition data

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