



Perkins Equipment Disposition Form

USD number: _____ Name of education institution: _____

Contact name: _____ Title: _____

Email: _____ Phone: _____

Please complete a separate form for each equipment disposition.

Equipment should be used by the recipient in the project or program for which it was acquired as long as needed, whether or not the project continues to be supported by federal funds. When original or replacement equipment is no longer to be used in projects or programs currently or previously sponsored by the federal government, disposition of the equipment shall be as follows: (a) Equipment with a unit acquisition cost of less than \$5,000 and equipment with no further use value: The equipment may be retained, sold or otherwise disposed of, with no further obligation to the federal government. (b) All other equipment, \$5,000 or over. The equipment may be retained or sold, and funds returned to the federal government. If the equipment is sold, \$100 or 10% of the total sales proceeds, whichever is greater, may be deducted and retained from the amount otherwise due for selling and handling expenses.

Reason for Disposition:

Method of Disposition (select one):

- ☐ Use in other federal program
- ☐ Transfer title to district for various uses
- ☐ Appraisal received, item(s) broken of no value
- ☐ Sell at fair market value, amount received \$ _____
- ☐ Trade in, value received \$ _____

Date Purchased	Manufacturer and Model Number	Original Cost	Current Value

CERTIFICATION: I hereby certify that, to the best of my knowledge, the information provided is true and accurate.

Signature of Preparer: _____ Date: _____

For more information, contact:

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