



Quick Reference Guide: Equipment Records



9 things to
include in
records

If Equipment
disposed of
include:

- ✓ Date of
Disposition
- ✓ Sales Price

1. Who owns it
(Feds or you?)
2. Award number
3. Description
4. Source/vendor

5. ID#
6. Date Acquired
7. Cost Per Unit

8. % of Federal
ownership
9. Location, Use,
Condition

