

**TITLE I MONITORING FORM  
EQUIPMENT AND INVENTORY CONTROL AND TRACKING  
Elementary and Secondary Education Act (ESEA)  
Public Law 107-110**

District \_\_\_\_\_ School \_\_\_\_\_ Date of Review \_\_\_\_\_

Reviewer(s) \_\_\_\_\_

**Equipment\* and Inventory Control and Tracking \*\***

Monitoring Requirements	Evidence of Compliance	Compliant
<p>1. Equipment approved for purchase in the current application and equipment purchased in prior years are being utilized as described in the approved project application.</p>	<p><input type="checkbox"/> Equipment location logged on the Title I inventory reconciliation form corresponds with the equipment's disposition . Equipment no longer in use has been identified on the Title I inventory reconciliation form. (See the Office of Federal and State Accountability's Title I page on the State Department of Education's Web site for an inventory reconciliation form.)</p> <p><input type="checkbox"/> List of equipment with Title I funding code is available at the school and/or district office.</p> <p><input type="checkbox"/> Equipment is in place and being used as described in the Title I plan.</p> <p><input type="checkbox"/> Not applicable for this district</p>	<p><input type="checkbox"/></p>
<p>2. Equipment purchased with Title I funds for the district office, district programs, or Title I schools (Schoolwide, Targeted Assistance, Private schools) is included in the Title I district or school inventory system.</p>	<p><input type="checkbox"/> Title I inventory reconciliation form identifies equipment purchased with Title I funds.</p> <p><input type="checkbox"/> Copy of current expenditure report for Title I purchased equipment.</p> <p><input type="checkbox"/> Equipment purchased with Title I funds is added to the reconciliation form in a timely manner.</p> <p><input type="checkbox"/> Not applicable for this district</p>	<p><input type="checkbox"/></p>

\* For Title I purposes, equipment is defined as a non-consumable item with a greater than one year life span and a value greater then \$200.

\*\*LEAs should follow state laws and procedures regarding the acquisition, use and disposal of equipment and supplies purchased with Title I funds.

<p>3. The inventory system tracks Title I equipment by item description, model number (if applicable), inventory control number, serial number, acquisition date, cost, condition and location.</p>	<p><input type="checkbox"/> Title I inventory reconciliation form contains the following information for each piece of equipment:</p> <ul style="list-style-type: none"> <li>• Item description</li> <li>• Model number (if applicable)</li> <li>• Inventory control number</li> <li>• Serial number</li> <li>• Acquisition date</li> <li>• Cost</li> <li>• Condition</li> <li>• Location</li> </ul>	<p><input type="checkbox"/></p>
<p>4. A Title I equipment inventory reconciliation is conducted and documented at least one time each calendar year.</p>	<p><input type="checkbox"/> The signature and date on the Title I inventory reconciliation form indicates the equipment inventory has been reconciled at least annually.</p> <p><input type="checkbox"/> Documentation is available to provide evidence of adjustments to reconcile the Title I inventory (ex. Additions, transfers, disposals etc.).</p>	<p><input type="checkbox"/></p>
<p>5. Title I purchased equipment is appropriately labeled and corresponds to the inventory control and tracking system control number for Title I equipment.</p>	<p><input type="checkbox"/> Inventory control numbers and equipment serial numbers correspond with the information logged on the Title I inventory reconciliation.</p> <p><input type="checkbox"/> Example of tagged equipment is available for inspection</p>	<p><input type="checkbox"/></p>
<p>6. The equipment inventory control and tracking system includes up-to-date documentation (i.e. an equipment check-out form) to reflect the location of mobile Title I equipment (i.e. laptops or digital cameras).</p>	<p><input type="checkbox"/> The Title I check-out form indicates the location of mobile equipment and the person responsible for the equipment when it has been signed out for use. (See the Office of Federal and State Accountability's Title I page on the State Department of Education's Web site for an equipment check-out form.)</p> <p><input type="checkbox"/> Person(s) responsible for reconciliation of Title I equipment is evident (ex. Signature on check-out form)</p>	<p><input type="checkbox"/></p>
<p>7. Title I equipment that is transferred from one location to another is tracked and accounted for in a timely manner.</p>	<p><input type="checkbox"/> The location of equipment is logged on the Title I inventory reconciliation form and corresponds with the equipment's physical location. Information logged on the form tracks and accounts for any changes in the location of equipment.</p>	<p><input type="checkbox"/></p>