### Equipment and Inventory Control and Tracking **

<table>
<thead>
<tr>
<th>Monitoring Requirements</th>
<th>Evidence of Compliance</th>
<th>Compliant</th>
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<tbody>
<tr>
<td>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.</td>
<td>☐ 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.) ☐ List of equipment with Title I funding code is available at the school and/or district office. ☐ Equipment is in place and being used as described in the Title I plan. ☐ Not applicable for this district</td>
<td>☐</td>
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| 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. | ☐ Title I inventory reconciliation form identifies equipment purchased with Title I funds. ☐ Copy of current expenditure report for Title I purchased equipment. ☐ Equipment purchased with Title I funds is added to the reconciliation form in a timely manner. ☐ Not applicable for this district | ☐ |

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

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

☐ Title I inventory reconciliation form contains the following information for each piece of equipment:
- Item description
- Model number (if applicable)
- Inventory control number
- Serial number
- Acquisition date
- Cost
- Condition
- Location

4. A Title I equipment inventory reconciliation is conducted and documented at least one time each calendar year.

☐ The signature and date on the Title I inventory reconciliation form indicates the equipment inventory has been reconciled at least annually.

☐ Documentation is available to provide evidence of adjustments to reconcile the Title I inventory (ex. Additions, transfers, disposals etc.).

5. Title I purchased equipment is appropriately labeled and corresponds to the inventory control and tracking system control number for Title I equipment.

☐ Inventory control numbers and equipment serial numbers correspond with the information logged on the Title I inventory reconciliation.

☐ Example of tagged equipment is available for inspection

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).

☐ 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.)

☐ Person(s) responsible for reconciliation of Title I equipment is evident (ex. Signature on check-out form)

7. Title I equipment that is transferred from one location to another is tracked and accounted for in a timely manner.

☐ 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.