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| SFA IDENTIFICATION | LEA / NON-LEA CERTIFICATION | NCDPI USE ONLY |
| **SFA CODE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****SFA NAME:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****SFA ADDRESS:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **I hereby certify that federal 2CFR Part 200.313 (c) through (e) and 2CFR Part 200.314 regarding the use and disposition of equipment and supplies purchased with federal funds have been met and that the equipment listed is no longer used in the programs/services for which it was purchased and request its removal from the LEA / Charter School equipment inventory.** | **Data & Program Analysis Section Approval:** |
| **Printed Name and Title of Authorized SFA Representative:** | **Data & Program Analysis Section Approval Date:** |
| **Signature of Authorized SFA Representative:** | **Date:** |
| Equipment Description | **Equipment Location (Sch #)** | Equipment**I.D. #** | Acquisition**Date** | **Acquisition Cost** | Reason for Removal / Disposition Action |
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 **Instructions for Completing the**

**Equipment Disposition Request and Certification Form**

**General Instructions:**

* To meet North Carolina Department of Public Instruction (NCDPI) requirements for removal of items purchased with federal funds from LEA/NON-LEA school’s equipment and supplies inventory, the item must no longer be needed for the program/service for which it was purchased, or it must be worn out, stolen, obsolete, or the like.
* Email completed form to schoolnutrition@dpi.nc.gov.
* The Office of School Nutrition, Data and Program Analytics Section will review and sign to acknowledge that NCDPI is aware that equipment purchased with federal funds has been properly disposed. A signed copy of the form will be returned to the School Nutrition Administrator.
* If equipment is sold, funds must be deposited into the nonprofit School Nutrition Account.

**Special Instructions:**

**LEA /NON-LEA identification:** LEA/NON-LEA Code, name and address

**LEA certification:** Submitted form must be signed by the LEA/NON-LEA authorized representative.

**Equipment description:** Description from inventory.

**Equipment location:** Site where equipment is currently located.

**Equipment ID No.:** Inventory control number.

**Acquisition date:** Date of purchase.

**Acquisition cost:** Actual purchase amount.

**Reason for removal:** Examples of reasons for removal: obsolete; un-repairable; no longer needed by program /service.

**Disposition Action:** Examples of disposition actions:

* Cannibalize (equipment has become obsolete or unserviceable but has serviceable component parts that can be used to repair, modify, or construct other School Nutrition equipment)
* Discard (equipment used beyond repair and parts are not usable);
* Lost (indicate the last date of inventory and when the item was unable to be located);
* Stolen (attach a copy of official law enforcement investigation report);
* No Longer Required (equipment is no longer needed for the operation of the program, or any other federal program, and is available for transfer or sale. Indicate “transfer” or “sell at auction” or other description).