**North Carolina Department of Public Instruction**

**Office of School Nutrition**

**Equipment Disposition Request and Certification Form**

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| LEA / CHARTER SCOOL IDENTIFICATION | LEA / CHARTER SCHOOL CERTIFICATION | | | | | | NCDPI USE ONLY |
| **LEA / Charter School Unit #, Name & 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.** | | | | | | **SNS Assistant Director Approval:** |
| Printed Name and Title of Authorized LEA / Charter School Representative: | | | | | | **SNS Assistant Director Approval Date:** |
| Signature of Authorized LEA / Charter School 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 / Charter 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 the School Nutrition Division Assistant Director.
* The SNS Assistant Director 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 / Charter school identification: Unit number and full name of the LEA / charter school.

LEA certification: Submitted form must be signed by the LEA / charter school authorized representative.

Equipment description: Description from inventory.

Equipment location: School 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 items of 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).