

## Title IV, Part A Equipment Removal Form

The federal requirements found in the Office of Management and Budget (OMB) guidance cited at Title 2, *Code of Federal Regulations (CFR)*, Part 200.313 (Cost Principals for Equipment and other capital expenditures), require a grantee or subgrantee to obtain prior written approval from its awarding agency. Please submit the completed equipment removal form to the Federal Programs and Reporting Office. If the equipment has a current per unit fair market value of **\$5,000 or less** it may be retained, sold, or disposed, with no further obligation to the awarding federal agency. The disposition of such items should be so noted on the equipment inventory maintained by the recipient (2 *CFR* 200.313). If a purchase has a remaining value of \$5000 or more, please submit this form to the Federal Programs and Reporting Office.

Name of Primary Contact:

Title:

Email Address:

Phone Number:

District Name:

Site Name:

County/District Code:

Address:

City, State, Zip:

Item Description	Item Identification Number	Fiscal Year of Purchase	Current Value	Reason for Removal

***CDE Use Only***

Date Approved:

CDE Staff:

California Department of Education  
 Federal Programs and Reporting Office  
 1430 N Street, Suite 6208  
 Sacramento, CA 95814  
 Email: [TitleIV@cde.ca.gov](mailto:TitleIV@cde.ca.gov)

**Save Form**