

Title I 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 Title I Policy and Program Guidance 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).

Equipment items with an acquisition cost of \$5,000 or more; the equipment may be retained, sold, or disposed, with no further obligation to the awarding if the current fair market value is less than \$5,000 (2 CFR 200.313).

Please select the program identified with the equipment removal request:

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
 Title I Policy and Program Guidance Office
 Attn: Kevin Donnelly
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 Email: KDonnelly@cde.ca.gov