A. GENERAL INFORMATION

1. Contractor: 

2. Program Name: 


B. SPECIFIC INFORMATION

1. Item Description: 

2. Location: 

3. Purchase Order Number: 4. Inventory Number: 

5. Date Ordered: 6. Date Received: 

7. Acquisition Cost: 8. Amount Chargeable: 

9. Manufacturer's Serial No. 

10. Use: 

11. Acquisition Source: 
   Street: 
   City: 

C. DISPOSITION INFORMATION

1. Method of Disposition 
2. Recipient: 

3. Disposition Date: 4. Amount Received: 

5. Disposition Proceeds: 

6. Remarks: 

NOTE: THE NEW YORK STATE OFFICE FOR THE AGING MUST BE NOTIFIED PRIOR TO ANY DISPOSITION ACTION.
INSTRUCTIONS FOR EQUIPMENT INVENTORY & DISPOSITION FORM

When items of equipment with a unit cost of $1,000 or more are purchased, prepare 3 copies of this form. Submit the original with a copy of a receipt or vendor’s invoice to the New York State Office for the Aging (NYSOFA) and retain 2 copies. When equipment is disposed of, complete Section C and submit 1 copy to our office and retain the other for your files.

Section B: SPECIFIC INFORMATION

1. Item Description: e.g., 2014 Chrysler Town and Country Touring Edition, 7 passenger minivan

2. Location: This is the area where the item will be primarily utilized; e.g., office, particular site, etc.

6. Date Received: Enter date of physical possession.

7. Acquisition Cost: Acquisition cost is the net invoice price (less any vendor discounts) plus any modifications, add-ons, or accessories, charges for delivery, required taxes, duty or protective in-transit insurance, less any trade-in value received.

8. Amount Chargeable: The amount of the total acquisition cost paid with NORC/NNORC funds or matching funds.

Section C: DISPOSITION INFORMATION

NOTE: NYSOFA MUST BE NOTIFIED PRIOR TO ANY PLANNED DISPOSITION ACTION. (In the case of stolen equipment, our office must be notified immediately.)

1. Method of Disposition: Describe disposition; e.g., sale, trade-in, destroyed, stolen, etc.

2. Recipient: Indicate name of agency, company or individual receiving item.

3. Amount Received: Indicate dollar amount where appropriate for disposition; e.g., selling price, trade-in value, insurance settlement, etc.

5. Disposition of Proceeds: Contact NYSOFA, Bureau of Local Fiscal Operations for information on the disposition of proceeds. In general, grantees are allowed to retain the proceeds from the disposition of equipment provided that a similar replacement item is purchased. If the item is not replaced, NYSOFA may be entitled to a portion of the proceeds.

6. Remarks: Use this space to record any pertinent information regarding the item or equipment.