

## 7. Equipment Purchase, Use and Disposal

Statutory Requirement: Section 1120 A

### Overview

Districts are responsible for maintaining accurate records of equipment purchased with Title I funds. DPI's *Federal Aids and Audit Financial Management Handbook* details federal requirements for acquisition, use and disposal of equipment purchased with federal funds. Equipment is defined as property having a useful life of more than one year and an acquisition price of \$5000 or more per unit.

### Procedures for Managing Equipment Acquired in Whole or Part with Federal Funds

- maintenance of property records: description of property, serial number
- physical inventory records—at least once every two years
- control system to prevent loss, damage or theft
- adequate maintenance procedures to keep property in good condition
- sales procedures to ensure highest possible return for property that will no longer be used in any other federal program

### Federal Aids and Audit Financial Management Handbook

For a detailed description of the federal regulations and operating procedures, refer to DPI's *Federal Aids and Audit Financial Management Handbook* at:

<http://dpi.wi.gov/sms/handbook.html>.

### Resources

Federal Aids and Audit Staff Directory <http://dpi.wi.gov/sms/fedesign.html>

Program Fiscal Report–PI-1086 <http://dpi.wi.gov/sms/pi-1086.html>

Food and Nutrition Claim Link <http://dpi.wi.gov/fns/content.html>

Related Links <http://dpi.wi.gov/sms/relatedlinks.html>