

**EQUIPMENT INVENTORY RECORD**

Form 2.1.6. (04.2020)

State of California

California Department of Food and Agriculture

Office of Grants Administration

**State Use Only****CDFA Program Name:****Federal Grant # (if applicable):**

**Instructions:** Complete Section 1 when equipment is purchased and submit to the Office of Grants Administration (OGA). Complete Section 2 at the end of Grant Agreement Term and submit to OGA. Complete Section 3 AFTER contacting OGA for disposition of equipment.

**RECIPIENT TO COMPLETE ITEMS 1-11 WHEN EQUIPMENT IS PURCHASED**

<b>1. Recipient Name</b> (as it appears on agreement)		<b>2. Grant Agreement #</b>
<b>3. Manufacturer and Model</b>		<b>4. Serial # or Other ID #</b>
<b>5. Description of Item</b>		
<b>6. Location of Equipment</b>		<b>7. Use and Condition of Equipment</b>
<b>8. Who Holds Title</b>		
<b>9. Acquisition Date</b>	<b>10. Acquisition Cost</b>	<b>11. Percent of Federal Share in the Cost</b>

**RECIPIENT TO COMPLETE ITEMS 12-14 AT THE END OF GRANT AGREEMENT TERM**

<b>12. Fair Market Value of Equipment</b>	<b>13. Date Prepared</b>
<b>14. Intended Purpose of Equipment After Grant Ends</b>	

**RECIPIENT TO COMPLETE ITEMS 15-18 WHEN DISPOSING OF EQUIPMENT  
[CONTACT OGA PRIOR TO DISPOSITION OF EQUIPMENT]**

<b>15. Date Disposed</b>	<b>16. How Disposed</b>
<b>17. Value at Time of Disposition</b>	<b>18. Sale Price (if sold)</b>