



## Equipment Purchase, Retention, and Disposal Process

Subgrantees of the Council on Domestic Violence and Sexual Assault (CDVSA) are required to request approval prior to purchasing equipment with grant funds. An item is classified as equipment when its value is \$5,000 or greater. Equipment Inventories will be maintained by CDVSA to track equipment purchased by subgrantees. Subgrantees should also maintain an internal record of equipment purchased with CDVSA grant funds. Equipment purchased with CDVSA funds will be reviewed at the time of onsite monitoring visits and/or desk reviews.

Prior to purchasing equipment with CDVSA funds, a subgrantee must submit a completed Equipment Purchase Request Form via email to their CDVSA Program Coordinator. Detailed instructions are included in page 2 of this form. Subgrantees must receive written approval from CDVSA Program Coordinator prior to making the purchase.

Subgrantees should follow their own internal procurement policies and procedures when making purchases. Source documentation (such as proof of competitive bid and/or price comparison) for purchased equipment must be retained until item meets criteria for "disposal" (see below).

Within 30 days of purchasing equipment, subgrantees must submit an Equipment Retention/Disposal Certification Form via email to their CDVSA Program Coordinator. Detailed instructions are included in page 2 of this form. CDVSA will track equipment purchases on an internal Equipment Inventory for each subgrantee, then use this to review equipment at the next onsite. Subgrantees are encouraged to maintain their own internal Equipment Inventory, though this will no longer be submitted to CDVSA each year.

Subgrantees must additionally submit an Equipment Retention/Disposal Certification Form at the end of each Grant Award Period, and when the unit of equipment meet the following "disposal" criteria:

- The equipment has depreciated to a value less than \$5,000
- The equipment has a value of \$5000 or greater and is no longer needed for the funded project and has been:
  - Traded in or sold to offset the cost of replacement equipment. Prior-approval from CDVSA is required.
  - Sold at fair market value in excess of \$5,000. Proceeds must be returned to CDVSA equal to the percentage paid by grant funds.
- Lost, damaged, or stolen. A copy of the police report and investigation results must be submitted to CDVSA.