

# Federal Equipment Checklist

# 1

## Property Records

Does the government identify the equipment as federally funded and retain the minimum information required below?

- Description of the property, including location, use, and condition
- Serial Number or other identification number
- Source of funding including the Federal Award Identification Number (FAIN)
- Date of disposal and sale price if applicable
- Cost of property and percentage of federal funding
- Acquisition date and who holds title



# 2

## Property Use

Does the government only use the equipment for authorized purposes? See 200.313(c)(1)

Does the government ensure liens are not placed on the property without the approval of the grantor?

Does the government charge an appropriate fee when equipment is used for a non-federally funded program or project? See 200.313(c)(3)



# 3

## Inventory

Does the government inventory the equipment and reconcile the results of the inventory to the inventory listing at least every two years?

This includes updating the inventory listing for changes in location, use, and condition of the property.



# 4

## Maintenance and Safeguards

Does the government have a system of routine maintenance to ensure property is kept in good condition?

Is property adequately secured and controlled to prevent theft, misuse, or damage? Additionally any loss, damage or theft must be investigated.

Is the property adequately insured against damage or theft?



# 5

## Disposal

When equipment is identified for disposal does the government first seek disposition instructions from the grantor?

For additional information on disposal reference the original grant agreement and 200.313(e)

