

## **Property Closeout Inventory Certification Form**

(Use this form when no longer funded with WIA Programs)

Subrecipient \_\_\_\_\_

I certify that:

\_\_\_\_\_  all equipment (per unit)

\_\_\_\_\_  all supplies (aggregate)

currently in use has a fair market value of less than \$5,000. We intend to retain, sell or dispose of these items at our discretion. Nothing will be reported to the State.

I certify that:

\_\_\_\_\_  equipment (per unit)

\_\_\_\_\_  all supplies (aggregate)

with a fair market value of greater than \$5,000 will be used as long as needed on any federally sponsored program. Preference will be given to programs funded by the Employment Training Administration. A completed inventory form is attached.

**This GOVERNMENTAL AGENCY states:**

\_\_\_\_\_  equipment (per unit)

\_\_\_\_\_  all supplies (aggregate)

with a fair market value of greater than \$5,000 will no longer be used in connection with other federally sponsored activity. We will RETAIN these items and reimburse the State the fair market value within 30 days. A completed inventory form is attached.

**This GOVERNMENTAL AGENCY states:**

\_\_\_\_\_  equipment (per unit)

\_\_\_\_\_  all supplies (aggregate)

with a fair market value of greater than \$5,000 is/are no longer needed. We will SELL these items and deduct any actual and reasonable selling and handling expenses (\$500 or 10 percent, whichever is less). We will then forward the balance of funds as instructed in the closeout guide. Disposition is to be completed within 30 days of filing the final closeout reports. A completed inventory form is attached.

**This COMMUNITY BASED ORGANIZATION states:**

\_\_\_\_\_  equipment (per unit)

\_\_\_\_\_  all supplies (aggregate)

with a fair market value of greater than \$5,000 will no longer be used in connection with other federally sponsored activity. We will RETAIN these items and reimburse the State the fair market value within 30 days. A completed inventory form is attached.

**This COMMUNITY BASED ORGANIZATION states:**

\_\_\_\_\_  equipment (per unit)

\_\_\_\_\_  all supplies (aggregate)

with a fair market value of greater than \$5,000 is/are no longer needed. We will SELL these items and deduct any actual and reasonable selling and handling expenses (\$500 or 10 percent, whichever is less). We will reimburse the State the balance of funds or will request disposition instructions from the State. Disposition is to be completed within 30 days of filing the final closeout reports. A completed inventory form is attached.

\_\_\_\_\_  
Subrecipient's Authorized Representative

\_\_\_\_\_  
Date