

WIA CLOSEOUT INVENTORY

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

| | |
|---------------------------------|------------------------------|
| <u>Subrecipient Name:</u> _____ | <u>Contact Person:</u> _____ |
| <u>Date:</u> _____ | <u>Phone Number:</u> _____ |

We certify that the information provided is correct and accurate. _____

| <u>Property Information</u> | | <u>Acquisition Information</u> | | <u>Final Disposition Information</u> | | |
|-----------------------------|------------------|--------------------------------|-------------------|--------------------------------------|--------------------------|---|
| <u>Description</u> | <u>ID Number</u> | <u>Date Acquired</u> | <u>Cost Basis</u> | <u>Condition</u> | <u>Fair Market Value</u> | <u>Federal program transferred to (if applicable)</u> |
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|---------------------|-------|
| <u>Printed Name</u> | _____ |
| <u>Signature</u> | _____ |

WIA CLOSEOUT INVENTORY

Instructions for Completing WIA Closeout Inventory

1. Description

Provide a brief description of the equipment, e.g. Dell Computer Optiplex GX1, Dell Trinitron monitor.

2. ID Number

Enter the identification number used to track the equipment for inventory control; e.g., manufacturer's serial number, model number, Federal stock number, national stock number, WIA Tag number, or other identification number.

3. Date Acquired

Enter the date the equipment was acquired (or date received), if the equipment was furnished by the federal government.

4. Cost Basis

Enter the per unit cost of equipment or the aggregate cost of supplies at the time of procurement.

5. Condition

Enter the condition of the equipment or supplies (good, fair, poor, not working, etc.) at the time of disposal.

6. Fair Market Value

Enter the fair market value of each inventory listing.

7. Federal program transferred to

Provide the name of another federal program the inventory will be transferred to (if applicable).