## **EQUIPMENT INVENTORY**

## NORTH DAKOTA DEPARTMENT OF COMMERCE/DCS

SFN 52353 (04/05)

CDBG EQUIPMENT INVENTORY							
Company		Address				City	
Equipment Description	Manufacturer	Model Number	Serial Number	Date of Purchase	Purchase Price	Location	Verification Date
							<u> </u>
							1
I certify that I have physically inspected and verified that the above stated equipment is on site at the above company.				Signature Date			
A V							

## **EQUIPMENT VERIFICATION**

three years following grant close-out) equipment inventory records identifying the equipment Financial Award and loan agreements. In addition, the recipient must develop and maintain (for purchased with CDBG funds. on-site visit to determine that the purchase of equipment was made in accordance with the responsible for verifying the purchase. At a minimum, verification procedures must include one For a project that involves the use of CDBG funds to purchase equipment, the recipient is

developed a CDBG Equipment Inventory form. This form is to be submitted to the Division of documented on the inventory form: Community Services (DCS) with the Final Report. The following information is to be In order to provide guidance on the type of inventory record to develop and maintain, we have

- Equipment Description
- Manufacturers
- Model Number
- Serial Number
- Date of Purchase
- Purchase Price
- Location
- Initials of Person Verifying Equipment Location