## STATE OF OKLAHOMA DEPARTMENT OF HUMAN SERVICES

## **EQUIPMENT INVENTORY**

Project name					e/site location	Fiscal year ended					
	•										
Funding	QTY	Itom description	Manufacture serial number		Inventory	Acquisition		Mandayle undian			
Source		Item description			ID. number	Cost	Date	Vendor/supplier			
This is to certify that a physical inventory of equipment with a minimum cost of \$300 has been taken of all items for the fiscal year ending and is true and correctly reported above to the best of my knowledge.											
Signature of authorized official			Date			<u> </u>					

Equipment	Condition	Date acquired	Disposal date	Reason for disposition	Disposition authority
Signature of author	orized official		Date		

Form SUOA-S-16 is used by grantor for reporting equipment inventory which is purchased and donated. Federal regulations state that all equipment with a minimum unit cost of \$300.00 or more must be tracked for its useful life and reported.

Purpose of Form

Instructions for Preparation of Form

Entries: All equipment purchased or donated (fair market value) with a unit cost of a minimum of \$300.00 must be entered on Form SUOA-S-16. Each column is completed as indicated.

Routing of Form

The original copy of Form SUOA-S-16 must accompany the Annual Fiscal Audit Reports delivered to the Aging Services Division.