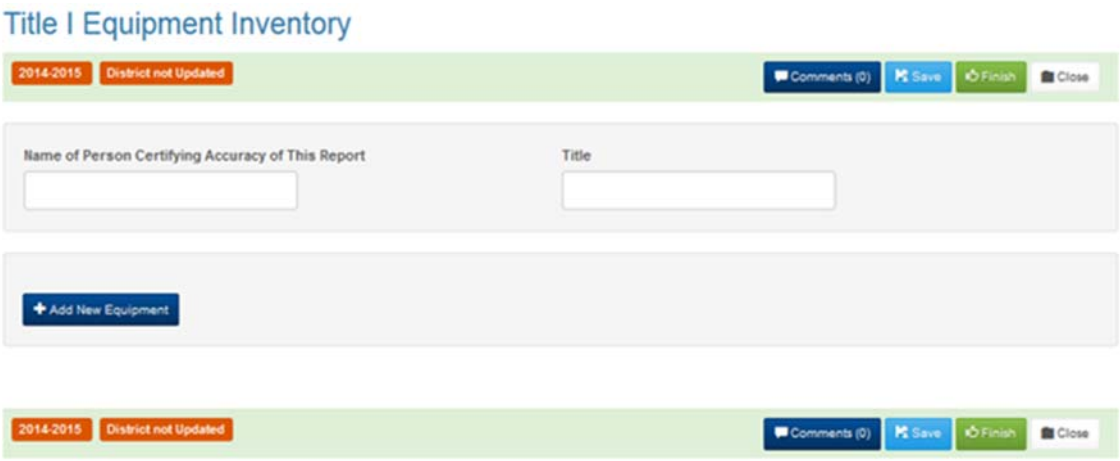
Iowa Department of Education

TITLE I EQUIPMENT INVENTORY

Note: If your district purchases equipment or property with Title I funds, you must complete this form found in the Title I application.



The user should enter the name of the local education agency representative certifying the accuracy of the Equipment Inventory and that representative's official title within the district.

If the district has no Title I equipment or property purchases to report, click the **Finish** button to receive the "District Finished" status on the Title I Home screen and be allowed to proceed with the Title I application process.

To complete the form, the user should enter the date the property or equipment item was acquired, a description of the item, the quantity and original cost for one item, and the location of the item. The total will automatically calculate and be entered. If it would become necessary, the user may click the **Delete** button to remove a line within the Equipment Inventory. Click the **Add New Equipment** button to continue to add lines to the Equipment Inventory form.

When the Equipment Inventory form has been completely updated, click the **Finish** button. The user will be taken to the Title I Home screen where the Equipment Inventory form will display the "District Finished" status.

For technical assistance on completing the Title I equipment inventory, contact Geri McMahon at geri.mcmahon@iowa.gov or 515/281-3944..

MAINTAINING CONTROL OF THE TITLE I PROGRAM

Inventory and Disposal of Title I Equipment

It is imperative that the local education agency maintain title to and control of Title I funds, books, materials, equipment, and property. Materials of any kind purchased with Title I funds may be used only by Title I participants and under the direction of Title I

paid staff. Each item purchased with Title I funds must be labeled "Property of _____ School District." The labels should not be either easily erased or removable.

The Title I statute clearly states that the LEA must have a method to track materials, equipment, and property purchased with Title I funds and located in the private school. The Title I program must be conducted in space used (at the time) exclusively for Title I instructional services and the control of federal funds and title to materials, equipment, and property purchased with Title I funds must be with the LEA. Title I equipment and materials may only be used by Title I eligible students and under the direction of Title I paid staff.

The Depreciation Schedule for Title I Equipment is to provide guidance to the user in updating the Title I Equipment Inventory and Disposal Record.

The Title I Equipment Inventory form is for use in maintaining, as part of the LEA Title I records, an inventory of equipment purchased with Title I funds. The Title I Equipment Inventory form must be completed with new equipment purchased during the current school year. This form must be completed as part of the Title I application and is due **September 15**.

The Title I Equipment Disposal Record is to be used to list any equipment purchased with Title I funds in recent school years. Title I equipment must be depreciated each year using the schedule below and reported accordingly on the Title I Equipment Disposal Record. The completed Title I Equipment Disposal Record should be kept on record at the local education agency. .

✔ **TIP: Failure to submit the Title I Equipment Inventory will delay the approval of the Title I application.**

DEPRECIATION SCHEDULE FOR TITLE I EQUIPMENT

Furniture

Library tables, bookcases, school desks, file cabinets, chairs, etc., -- 10 years

Audio-Visual

TV - 5 years

Carts, all types – 5 years

Computers (keyboard, monitor, disc drive, etc.) – 5 years

Computer tablets - 3 years

Printers - 5 years

Other

Items not covered should be referred to this office. **All books, kits, tapes, software, etc., are considered materials and supplies;** therefore, these items should be removed from the equipment inventory of the LEA.