

# Title I Equipment Inventory



May 2015

# Introduction...

- [Iowa Department of Education](#)
- [Title I - Iowa Department of Education](#)
- [Title I Reference Manual](#)
- [Title I Contact Information](#)

# Agenda

- **Purpose of Equipment Inventory**
- **Who must complete this form?**
- **Equipment depreciation and disposal record**

# Purpose of Equipment Inventory

- LEA responsibility:
  - Record purchases
  - Label
  - Keep track of equipment and property purchased with Title I funds

# Who completes this form?

- **All** Districts
- If you have not used any Title I funds for equipment or property purchases during the previous school-year:
  - Complete form with name of person certifying accuracy of this report, along with their title
  - Do not “Add New Equipment”
- If you have used Title I funds for equipment or property purchases during the previous school-year:
  - Complete with name of person certifying accuracy of this report , along with their title
  - Click on and complete the form for “Add New Equipment”

Title I



**Form Name**

General Budget

Title I Assurances ✓

Selection of Schools ✓

Homeless Education ✓

Staff Assignments ✓

Within District Targeting of Funds ✓

Title I Narratives for Targeted Assistance ✓

Schoolwide Operating Programs ✓

Upload parent policy and compact ✓

Timothy Christian School Statement of Agreeem... ✓

Title I Equipment Inventory ✓



## Title I Equipment Inventory

2014-2015

State Final Approved

Comments (0)

Save

Close

Name of Person Certifying Accuracy of This Report



Title

Superintendent of Schools



+ Add New Equipment

+ Add New Equipment



## Title I Equipment Inventory

2014-2015

State Final Approved

SINA Schools (24)

Comments (0)

Save

Close

Name of Person Certifying Accuracy of This Report



Title

Grant Manager



Date Acquired

Description of Equipment

Quantity

Original Cost

Total

Location

03/03/2014

Samsung SDP-860 Document Camera

3

\$499

\$1,497

Delete

08/21/2013

Belnick Half Moon Top Activity table

1

\$418

\$418

Delete

# Equipment depreciation and disposal record

- A listing of Title I equipment to be deleted from an LEA's complete inventory record should be maintained
- Information should include:
  - Date acquired
  - Description of equipment
  - Quantity
  - Original cost
  - Adjusted cost
  - Total
  - Location of equipment

# Template to use to keep record of Equipment Depreciation

## TITLE I EQUIPMENT INVENTORY

LEA: \_\_\_\_\_

County/District Number: \_\_\_\_\_

Signature of Person Certifying Accuracy of This Report: \_\_\_\_\_  
Signature Title

Date of Submission: \_\_\_\_\_ Date of SEA Approval: \_\_\_\_\_

Date Acquired	Description of Equipment	Quantity	Cost			Location of Equipment
			Original	Adjust	Total	



For detailed information:

[Title I Manual – Equipment Inventory](#)

# Title I Contact Information

- **Iowa Title I Office**

Grimes State Office Building

400 E. 14<sup>th</sup> Street

Des Moines, IA 50319

Phone: 515-281-5313

FAX: 515-242-5988

## ***Website***

- <https://www.educateiowa.gov/pk-12/title-programs/title-i/title-i-part>



# Title I Contact Information

- Title I Administrative Consultant

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- School Improvement Grants

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- School Wide Programs
- Neglected and Delinquent Programs

# Title I Consultant Information

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- Parent Involvement
- SES and School Choice

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- Homeless Education/McKinney-Vento Act
- Title I Comparability

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