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”
<table>
<thead>
<tr>
<th>Form Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Budget</td>
</tr>
<tr>
<td>Title I Assurances</td>
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<tr>
<td>Selection of Schools</td>
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<tr>
<td>Homeless Education</td>
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<tr>
<td>Staff Assignments</td>
</tr>
<tr>
<td>Within District Targeting of Funds</td>
</tr>
<tr>
<td>Title I Narratives for Targeted Assistance</td>
</tr>
<tr>
<td>Schoolwide Operating Programs</td>
</tr>
<tr>
<td>Upload parent policy and compact</td>
</tr>
<tr>
<td>Timothy Christian School Statement of Agree</td>
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<tr>
<td>Title I Equipment Inventory</td>
</tr>
</tbody>
</table>
## Title I Equipment Inventory

### 2014-2015 State Final Approved

<table>
<thead>
<tr>
<th>Name of Person Certifying Accuracy of This Report</th>
<th>Title</th>
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<tbody>
<tr>
<td>[Blank]</td>
<td>Grant Manager</td>
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<table>
<thead>
<tr>
<th>Date Acquired</th>
<th>Description of Equipment</th>
<th>Quantity</th>
<th>Original Cost</th>
<th>Total</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/03/2014</td>
<td>Samsung SDP-860 Document Camera</td>
<td>3</td>
<td>$499</td>
<td>$1,497</td>
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<tr>
<td>08/21/2013</td>
<td>Belnick Half Moon Top Activity table</td>
<td>1</td>
<td>$418</td>
<td>$418</td>
<td></td>
</tr>
</tbody>
</table>

### Add New Equipment
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:  

<table>
<thead>
<tr>
<th>Date Acquired</th>
<th>Description of Equipment</th>
<th>Quantity</th>
<th>Cost</th>
<th>Location of Equipment</th>
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For detailed information:

Title I Manual – Equipment Inventory
Title I Contact Information

• Iowa Title I Office
  Grimes State Office Building
  400 E. 14th 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
  Geri McMahon
  (515) 281-3944
  geri.mcmahon@iowa.gov

• Title I Administrative Assistant
  Mary Bartlow
  (515) 281-5314
  mary.bartlow@iowa.gov
Title I Consultant Information

Carolyn Paulaitis
(515) 281-6131

carolyn.paulaitis@iowa.gov

• School Improvement Grants

Rick Bartosh
(515) 281-0368

richard.bartosh@iowa.gov

• School Wide Programs
• Neglected and Delinquent Programs
Title I Consultant Information

Susan Selby
(515) 281-4732
susan.selby@iowa.gov
- Migrant Education
- Parent Involvement
- SES and School Choice

Sandy Johnson
(515) 281-3965
sandra.johnson@iowa.gov
- Homeless Education/McKinney-Vento Act
- Title I Comparability
Title I Consultant Information

Jan Kuhl  
(515) 281-3552  
janice.kuhl@iowa.gov

Rosanne Malek  
(515) 281-3199  
rosanne.malek@iowa.gov