



Division of Grants Administration Inventory Disposition Request

In accordance with 2 CFR 200.313 and 200.314, complete and submit this form to request approval to dispose of equipment or supplies and materials purchased with federal grant funds.

Complete a separate copy of this form to request disposition of multiple items purchased with funds from the same federal grant.

Name of Federal Grant NOGA ID #

Name of Grantee County-District # Date

Market Value Less Than \$5,000

Equipment and unused supplies and materials with a current per-unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to TEA or the federal government.

If you check both of the boxes below, leave the next two sections blank. Complete the certification section and submit the signed form as directed.

- The grantee has no equipment purchased with federal grant funds with a current per-unit fair market value in excess of \$5,000.
- The grantee has no unused supplies or materials purchased with federal grant funds with an aggregate current per-unit fair market value in excess of \$5,000.

Equipment with Market Value Greater Than \$5,000

Item description Serial # Item location

Date of purchase Purchase price % paid w/ grant funds Current fair market value Condition

Disposition request

Provide a justification for disposing of the equipment item you described above.

Supplies and Materials with an Aggregate Market Value Greater Than \$5,000

Item description Serial # Item location Date of purchase

Purchase price Percentage paid w/ grant funds Current aggregate fair market value Condition

Disposition request

Provide a justification for disposing of the supplies and materials you described above.

Certification

Name and Title of Authorized Official

Signature of Authorized Official _____ Date

For TEA Use

This form must be signed by the authorized official. Mail the original signed form to the Texas Education Agency, Attn: Chief Grants Administrator, Division of Grants Administration, 1701 N. Congress Avenue, Austin, TX 78701.

- Inventory disposition is approved as requested, based on the information provided.
- Inventory disposition is approved with the following changes:

- Inventory disposition is denied.

Signature of Chief Grants Administrator _____ Date