**Appendix 14 – Equipment Disposal**

**NOTICE OF DISPOSAL – PERKINS TAGGED EQUIPMENT**

**Please send this form as a Word Document**

Name of Educational Institution

Name of Institutional Contact Title Phone e-mail address

PO Box/Street City zip code

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Description of Equipment (include Model & Serial No. if possible) | Purchase Price | Purchase Date | Current Market Value | Perkins Tag No. | Disposal Date |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Add rows as needed

Disposition of the equipment was made as follows (check box):

[ ]  Equipment (with a current per-unit fair market value of less than $5,000.00)retained, sold, or otherwise disposed of with no further obligation to the awarding agency; or

[ ]  Equipment (with a current per-unit fair market value in excess of $5,000.00) retained or sold, with a resulting profit of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency’s share of the equipment).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Administrator Title Printed name of Authorized Administrator

Electronic copies available at: [www.kansasregents.org/workforce\_development/perkins\_grants](http://www.kansasregents.org/workforce_development/perkins_grants)

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