

Delgado Community College

Guidelines for Perkins-Funded Equipment

Delgado Community College is providing this guidance document as a resource because the institution is a grant recipient funds through the Carl D. Perkins Career and Technical Education Act of 2006.

The specific intent of the document is to provide information regarding sub-grantee accountability for Perkins-funded equipment.

Definition

Equipment is defined by Education Department General Regulations (EDGAR), 200.313, as tangible, personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the Non-Federal entity for financial statement purposes, or \$5,000. A grantee may use its own definition of equipment provided that definition would include, at a minimum, all equipment as defined above. EDGAR can be accessed via the U.S. Department of Education website at <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

Use of Perkins-funded Equipment

According to EDGAR 200.313(c), Equipment must be used by the non-Federal entity in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award, and the non-Federal entity must not encumber the property without prior approval of the Federal awarding agency. When no longer needed for the original program or project, the equipment may be used in other activities supported by the Federal awarding agency, in the following order of priority:

- Activities under a Federal award from the Federal awarding agency which funded the original program or project, then
- Activities under Federal awards from other Federal awarding agencies. This includes consolidated equipment for information technology systems.

Equipment must be purchased by December 20th each year

Purchasing of Carl Perkins Equipment

The following is the process for purchasing equipment:

Please refer to Delgado's purchasing procedures:

<http://docushare3.dcc.edu/docushare/dsweb/Get/Document-362/3300-1A+updated+7-08+with+OIT+helpdesk.doc>

1. Department faculty and staff member initiates the purchasing of equipment and/or supplies by submitting a requisition through Banner, which is usually entered by the department staff member.
2. When entering a requisition in Banner use the same verbiage used in the approved Carl Perkins Local Application Plan (LAP) for the item. This is to avoid confusion and delay in processing the requisition.
3. The Director of Restricted Funds receives notification of the requisition. The requisition is then forwarded to the Assistant Carl Perkins Coordinator to confirm if it is approved in the grant. Once it is confirmed, the Director of Restricted Funds will approve. Also, two additional approvers within the Budget and Finance Department are required before the requisition can be forwarded to the Purchasing Department.
4. When the department faculty member physically receives the item, he/she must immediately notify Perkins personnel.
5. The staff member must then enter in Banner that the item has been "received" as well.
6. Please notify the institution's Property Control Manager and Perkins personnel of equipment over \$1,000. It must be properly tagged with the State tag as well as a Perkins tag.
7. Non-Consumable items under \$1,000 must be physically marked as well. This can be done using a permanent marker stating Perkins and the grant year. For example, calculators and laptops. This is to help prevent theft.

8. All invoices must be forwarded to the Purchasing Department.
9. If an item is moved from the originally stated location, please notify Perkins Personnel. This is to ensure that the master inventory list is complete and accurate.

- Equipment

State auditors recommend all equipment be purchased ***by December 20***. This is to ensure that all equipment is in place for the spring semester and available for students to have access to.

- Advisory Committee is required for each Carl Perkins cluster.

Each Carl Perkins cluster must have an Advisory Committee. The Advisory Committee's purpose is to guide the department/program in the latest trends within the industry. The committee helps to determine the needs and wants of the programs for example: **equipment**.

Inventory Requirements

An inventory log should be kept on all Perkins equipment that includes the following (EDGAR 200.313(d)(1))

- A description of the equipment.
- A serial number, model number, and/or other identification number.
- The funding source(s) and percentage of the item's acquisition cost covered by the source.
- The acquisition date and unit cost.
- The present location, use condition of the equipment, and date the information was reported.
- All pertinent information on the transfer, replacement, or disposition of the equipment (including the date of disposal and sale price).

The Carl Perkins Coordinator will keep a Master Inventory Log and update the log when new equipment is purchased and tagged.

Additionally, the following guidelines apply:

- A physical inventory of the property must be taken and the results reconciled with the property records at least once every year. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated. ***(This process will be initiated by the Carl Perkins Coordinator and team)***

- Equipment items purchased with Perkins funds are to be identified and physically marked as such. (*This process will be coordinated between the Carl Perkins team and the Property Control Manager*)
- Adequate safeguards must be in place related to the loss, damage, or theft of the equipment. Any loss, damage, or theft should be investigated and fully documented.
- Adequate maintenance procedures should be implemented to keep the equipment in good condition.
- During the time the equipment is used on the project or program for which it was acquired, the non-Federal entity must also make equipment available for use on other projects or programs currently or previously supported by the Federal government, provided that such use will not interfere with the work on the projects or program for which it was original required.

Disposition of Equipment

EDGAR 200.313 states items of equipment 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 the awarding agency.

The Department of Education requires sub-grantees to adhere to the following guidelines when disposing of Perkins-funded equipment:

- Records regarding item(s) sold (e.g., date of sale and amount received) must be retained for three (3) years after final disposition (ref: CFR 200.333).
- Disposition of items must be reflected in the sub-grantee's inventory.
- At no time may the item(s) be given to instructors, other institutional personnel, students, or parents.
- At least ten (10) working days prior to sale/auction, a public posting of the item(s) offered for sale must be made.
- The full amount of proceeds received from items sold must be reinvested in career and technical education programs.
- Items which are discarded must be properly disposed.
- Items which are discarded may not be in the possession of institutional personnel or students after disposition.
- Electronic items must be properly discarded and/or recycled as appropriate

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