



EQUIPMENT INVENTORY QUICK REFERENCE GUIDE

IMPORTANCE OF EQUIPMENT INVENTORY

Records must be maintained for each non-expendable item of personal property. As equipment or other non-expendable property is purchased and received, an equipment inventory report should be completed in IntelliGrants and made a part of the permanent file. Grant-funded equipment must be tracked in the standard inventory procedures. An equipment inventory report will populate if there are budgeted items in the equipment category in the fiscal report. At least once every year, the sub-recipient shall take a physical inventory of the property and the result reconciled with the property records. The sub-recipient should, in connection with the inventory, verify the existence, current utilization, current location and continued need for the property.

GUIDANCE FOR ENTERING EQUIPMENT INVENTORY

Below you will find a reference guide to accurately complete an inventory report. You will find a description of each field within the table and what should be reported within each field.

Note: IDHS defines equipment as any non-expendable property that costs more than \$500.00 per unit and with a useful life of one or more years

Description of Equipment – (Auto populated field) Brief description of item

AEL Item # (if applicable) – (Auto populated field) Corresponding FEMA Authorized Equipment List (AEL) Item number for equipment/item

Serial Number/ ID number – This is a unique identifying group of numbers and/or letters assigned to an individual piece of hardware/software/equipment. If serial number is not provided, please use equipment number.

*NOTE: Each item should be tagged with the appropriate serial number. This will be recorded and reported during a compliance desk review or site visit

Item Cost – Use this field to report the cost of each individual piece of equipment.

Item cost is the price of an individual piece of equipment at the time of original purchase, regardless of the proportion funded with grant dollars

Percentage Claimed on Grant – (Auto populated field) This is the percentage of awarded grant funds used to purchase item(s)

Amount Claimed on Grant – (Auto populated field) This is the dollar amount of awarded grant funds used to purchase item(s)

Location of Equipment – Use this field to report where the equipment is located or being held. If equipment has been signed out to an individual person report their name and any other identification information relevant to that individual. (i.e. address where equipment is being held, description of actual location within the narrative box that has been provided to include pertinent information regarding the equipment.)

Manufacturer – Use this field to report the manufacturer of each individual piece of equipment

Was this item used for an exercise or training? In this field you will select the appropriate radial button to answer the question. If YES, please use the narrative text box provided to give a brief description of what type of exercise the equipment is/was used for and how it was used.

Can equipment items be deployed to support emergency or disaster operations for an Emergency Management Assistance Compact request? (Auto populated field)

Can equipment items be shared to support emergency or disaster operations for an Emergency Management Assistance Compact request? (Auto populated field)

Attachments – This field should be used to attach/upload a photo/image of equipment. Photos/images should be of the equipment, where it is located, serial number and/or asset tag. These photos/images should be of the actual equipment and should not include stock photos.

Equipment Number – (Auto populated field) IDHS USE ONLY

***Please use the text box to provide any additional pertinent information related to the equipment inventory report.**

HOW TO SIGN AN EQUIPMENT INVENTORY REPORT

Signatures – To be able to sign as both the project director and subgrantee administrator, you will need to add yourself as a new user with the role of project director both in IntelliGrants and to the documents.

1. Go to “My Training Materials” and open the “IDHS: Subrecipient User Manual”
2. Follow the directions for “Adding a new IntelliGrants user to your organization” on page 12. We recommend putting PD after your name and within your username to help you and the system know which login is for which role. For your name we suggest First LastPD and for your user ID we suggest firstlastPD. You can make the password the same for both of your roles.
3. While still logged in as a subgrantee administrator, you will also need to add your new project director account to the application and the fiscal report. The directions on how to “Assign User Access to Documents” is on page 61 of the “IDHS: Subrecipient User Manual.”

**The project director signature is required on the inventory page. You will have to login under each role to sign.*