



IDJC Assessment Center Grant Notice of Project Completion

Project Name: _____

Subrecipient: _____ Project Number: _____

Award Amount: \$ _____ Project Period: _____

Funds Spent: \$ _____

Were all project activities completed? Yes No If "no", explain why:

Are all records backed up? Yes No

Are all expenditures and records available in event of a state audit? Yes No

Location of records: _____

According to State Records Retention Schedule for State Government Agencies, all records will be retained for three years, either after the end of the project period or after final audit is resolved, and equipment records will be retained three years after non-expendable equipment is properly disposed.

Was equipment acquired under this project? Yes No

Notice: If equipment was purchased, in whole or in part, greater than \$2,000.00 with federal funds, please complete Page 2 for each item purchased.

Are the project disbursements balanced between expenditure ledgers and documents? Yes No

Are all expenditures listed in their respective categories? Yes No

Were the final financial and progress reports submitted to IDJC? Yes No

Did you adhere to all project conditions? Yes No

Project Director's signature

Date

Financial Officer's signature

Date



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(Property Inventory Report, Page 2)

Complete this page if you purchased equipment, in whole or in part, greater than \$2,000.00 with state funds. Complete a separate Page 2 for each item of equipment purchased. Equipment can be bundled by like-items to simplify reporting (ex. monitors, laptops, and printers may be reported on the same page).

Project Name: _____

Subrecipient: _____ Project Number: _____

Award Amount: \$ _____ Project Period: _____

Funds Spent: \$ _____

Description of property: _____

Equipment purchased from: _____ Purchase date: _____

Owner of property: _____ Purchase price: \$ _____

Location of equipment: _____

Equipment purchased as: New Used

Current condition of equipment: _____

If applicable, Disposal date: _____ Sale price: \$ _____

Property Management Notes:

Other recipient and subrecipient procedures for maintaining equipment (including replacement), whether acquired in whole or in part with project funds, will, at a minimum, meet the following requirements.

Property records must be maintained which include:

1. Description of the property
2. Serial number or other identification number
3. Source of the property
4. Identification of title holder
5. Acquisition date
6. Cost of the property
7. Percentage of Federal participation in the cost of the property
8. Location of the property
9. Use and condition of the property
10. Disposition data, including the date of disposal and sale price

A physical inventory of the property must be taken and the results reconciled with the property records at least once every 2 years. A control system must exist to ensure adequate safeguards to prevent loss, damage, and theft of property. Any loss, damage, or theft shall be promptly and properly investigated by the recipient and subrecipient, as appropriate. Adequate maintenance procedures must exist to keep the property in good condition. If the recipient or subrecipient is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.