

PROPERTY CONTROL RECORD FORM INSTRUCTIONS

Each item of property acquired with grantor funds awarded through the South Carolina Law Enforcement Division (SLED) must be reported on this form if the cost of such property is \$5,000 or more and has a useful life of one year or more. This requirement also includes computer software which costs \$5,000 or more. This form must be sent to SLED's Homeland Security Grants Administration, with the Final Request for Payment. The Final Request for Payment will not be processed without this form.

All information must be typed or completed in ink. The grant number and page number on the form must be completed for each page if there are two or more pages of equipment for a grant. Two lines of information are required for each item of equipment. The information required is identified on these two lines by numbers (3-12) which correspond to the numbers in the instructions below.

- 1) Grant Number: The grant number under which the equipment was purchased. Enter one grant number per page only.
- 2) Subgrantee Name and Address: The subgrantee name and address as it appears on the Grant Application.
- 2a) Property Use: If other than for grant purposes, indicate the use. Attach page if necessary.
- 3) Property I.D. Number: If the subgrantee has an Inventory Control System which has been approved by SLED, use the subgrantee's identification number. Otherwise, leave blank, and SLED will assign the appropriate number. After the number has been assigned by SLED, an Inventory Tag Number and a copy of the Property Control Record Form will be sent to the subgrantee who will place the Inventory Tag on the equipment.
- 4) Invoice Number: The invoice number under which the equipment was purchased. (Use no more than 10 characters including punctuation). If the invoice number is not available, use the date of the invoice.
- 5) Property Serial Number: If property has a serial number, prefix number with an SN. If the property does not have a serial number, use model or stock number. Prefix the number with MN for model number or ST if stock number. (Use no more than 14 characters including the prefix and punctuation).
- 6) Purchase Date: The month, date and year the item of property was acquired.
- 7) Grantor Funds: Amount of Grantor funds used in the acquisition of the item of property. The amount should be the same as the final approved grantor budget for the item. The ratio of funding for the item is normally the same as the overall ratio of the grant.
- 8) Total Cost: The total cost of the item of property. This amount must equal the sum of the amounts entered for Grantor funds, and matching contributions for the item of property.
- 9) Property Description: A brief description of the item of property. (Use no more than 35 characters including spaces and punctuation. Abbreviate if necessary.)
- 10) Vendor Name: The name of the vendor from whom the item of property was acquired. (Use no more than 20 characters including spaces and punctuation. Abbreviate if necessary.)
- 11) Condition of Property: If property is new, denote as such. If property is used, denote if condition is excellent, good, fair, or poor.
- 12) Property Location: If same address as subgrantee address, indicate SAME AS SUBGRANTEE. If different, list official address where item is located. (Use no more than 55 characters including spaces and punctuation. Abbreviate if necessary.)
- 13) Authorized Signature: This must be signed and dated by the authorized person for the grant as shown on the grant award or the approved authorized signatures form.