

GRANT COMPUTER & OFFICE EQUIPMENT LISTING FORM

INSTRUCTIONS

The following instructions should be observed when preparing computer & office equipment listing form:

- DUE DATES:** **Monthly**, within twenty (20) days after the end of the month in which equipment was purchased. Must be submitted with the corresponding grant financial report.
- SUBGRANTEE:** Enter the name of the Agency or Unit of Local Government that is designated as the grant recipient.
- PREPARED BY:** Type the name, address, phone and fax number of the person preparing this report, and sign.
- PROJECT #:** Enter the number assigned by the Division of Criminal Justice Services.
- PROJECT TITLE:** Enter the same title of the project that was used in the grant application.
- FOR PERIOD FROM/THROUGH:** Enter the period of time covered by this report.
- REPORT #:** Assign consecutive numbers as each report is submitted.
- DATE PREPARED:** Enter the date this report was prepared.
- DESCRIPTION OF EQUIPMENT:** Enter a concise but complete description of each piece of equipment purchased in whole or in part with grant funds.
- FROM WHOM PURCHASED:** Enter the name of the vendor the equipment was purchased from.
- TOTAL COST:** Enter the total funds used to purchase the equipment including federal and subgrantee funds.
- DATE PURCHASED:** Enter the date the equipment was ordered.
- SERIAL NUMBER:** Enter the serial number of the manufacturer. If none is available, enter the model number.
- CONDITION:** Enter either new or used depending on status at time of order.
- LOCATION:** Enter the exact location of the equipment.

ADDITIONAL INFORMATION (COMPUTER PURCHASES ONLY)

1. Please describe how the computer equipment enhances services to crime victims.
2. How has the computer equipment been integrated into and/or enhance your current system?
3. What was the cost of installation?
4. What was the cost of training staff to use the computer equipment?
5. What was or will be the on-going operational costs, such as maintenance agreements, supplies, etc.? How will these additional costs be supported?