

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 used by the Sub-grantee. Must be submitted with the corresponding grant financial report. This reporting form is to be used for reimbursement and/or matching funds purposes for Copier, Fax Machine and/or Postage.
- 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 used.
- TOTAL COST:** Enter the total amount of funds charged or used for match for the corresponding month.
- LOCATION:** Enter the exact location of the equipment.