



## North Dakota Department of Public Instruction

### Inventory Requirements for Federal Property

#### **IDEA-B and Preschool regulations regarding purchases of materials, supplies, equipment, and non-consumables, effective July 1, 2015.**

##### **Cost is \$750+**

- Purchases over \$750 per item are to be budgeted/expensed in object code 730 (Equipment) and tagged/tracked as inventory.
- ALL COMPUTERS (computers, monitors, iPads, etc), TECHNOLOGY RELATED purchases (cameras, iPods, white boards, etc), and FURNITURE (filing cabinets, bookshelves, etc) are considered equipment, regardless of the purchase price.
- Federal programs must keep track of all items purchased with federal funds, but those items with a value of \$750 or more, as well as ALL furniture and IT-related purchases (printers, scanners etc), must be inventoried more formally. This includes a physical inventory at least once every two years to help verify purchases, validate documentation, and prevent loss or misplacement. An inventory listing must be kept available and provided to an auditor upon request.

The inventory record must include each of the following:

1. description of the item
2. serial or identification number
3. source of funding, including FAIN
4. acquisition date
5. acquisition cost, and amount or percentage of federal participation in cost
6. location, use, and condition of item
7. any disposition data (including date of disposal and sale price)

##### **Cost is <\$750**

Non-IT items less than \$750 each should be coded to object code 600 (Materials and Supplies). Examples falling under this object code include: expendable items that are consumed, worn out, or deteriorated with use; books and school supplies; periodicals/subscriptions, software etc.

##### **Regardless of cost:**

All materials and supplies purchased with federal funds must be maintained and identified by project until no longer needed for the project. At that point, the items may be used for other federal programs or otherwise used/disposed of according to state policy.

##### **Process:**

All equipment purchases must be preapproved and detailed in the application or in a budget revision. In the Special Education online grant management system, budget narratives describing purpose for equipment should be included in each section and a description of each item listed in Part H.

**References:** 2 CFR 200.439, 2 CFR 200.313, 34 CFR 300.144, 34 CFR 300.718, [Fiscal Requirements for Federal Programs](#).