

Procedure: Transfer and Disposition of Personal Property Equipment	Policy: Management of Equipment Purchased with Grant Funds		Number: GP2300.2
	<input type="checkbox"/> Complete Revision <input type="checkbox"/> Partial Revision <input checked="" type="checkbox"/> New	Supersedes:	Page: Page 1 of 5

Overview of Procedure

The School District of Philadelphia will record, control, transfer and dispose of all equipment purchased with grant funds in accordance with federal regulations included in [2 CFR Part 200.313](#). In accordance with the cited regulations, property purchased with grant funds must be used by the program for which it was acquired, for as long as needed, whether or not the program continues to be supported by federal funds. When no longer needed by the original program, equipment shall be used by other activities currently or previously supported by federal funds. If no longer usable, property shall be disposed of as described in federal guidelines. In accordance with the [District's General Accounting Office Personal Property Procedures](#), the Grant Compliance Office will monitor transfers and deletions of equipment acquired with federal funds.

Procedure Steps

Grant Program Managers (GPMs) are responsible for ensuring that inventory records of items valued at more than \$500 purchased with grant funds are maintained accurately and in up-to-date fashion within the District's Personal Property Inventory System (PPIS). The PPIS itself is managed/maintained by the District Office of Accounting, which provides pertinent guidance in its [Personal Property Policy and Procedures](#). Every site to which property items are delivered must have an Inventory Designee responsible for maintaining PPIS records. GPMs are responsible for ensuring that Inventory Designees fulfill their required role with respect to grant-funded equipment in accordance with District protocols and all applicable grant requirements (including especially 34 CF Part 80.32). [Note that there is a separate procedure for maintaining records of items purchased with federal funds which are valued at less than \$500, but which are nonetheless considered vulnerable to theft; see [Procedure GP2300.3 Tracking Small and Attractive Items](#)].

Managers of programs that are being discontinued at a particular location because of the facility's closure or for any other reason must notify the Grant Compliance Office (GCO) of the need to transfer or dispose of equipment. In the event that the program continues to be carried out at other District locations, the GCO shall review and approve the transfer of equipment to those locations prior to the physical move. If the program is being discontinued entirely, equipment will be approved for transfer to another federal program. Program Managers shall also notify the GCO of equipment that is no longer in useful condition and obtain approval for its disposition in accordance with the Office of Accounting's [Personal Property Policy and Procedures](#) and [2 CFR Part 200.313](#).

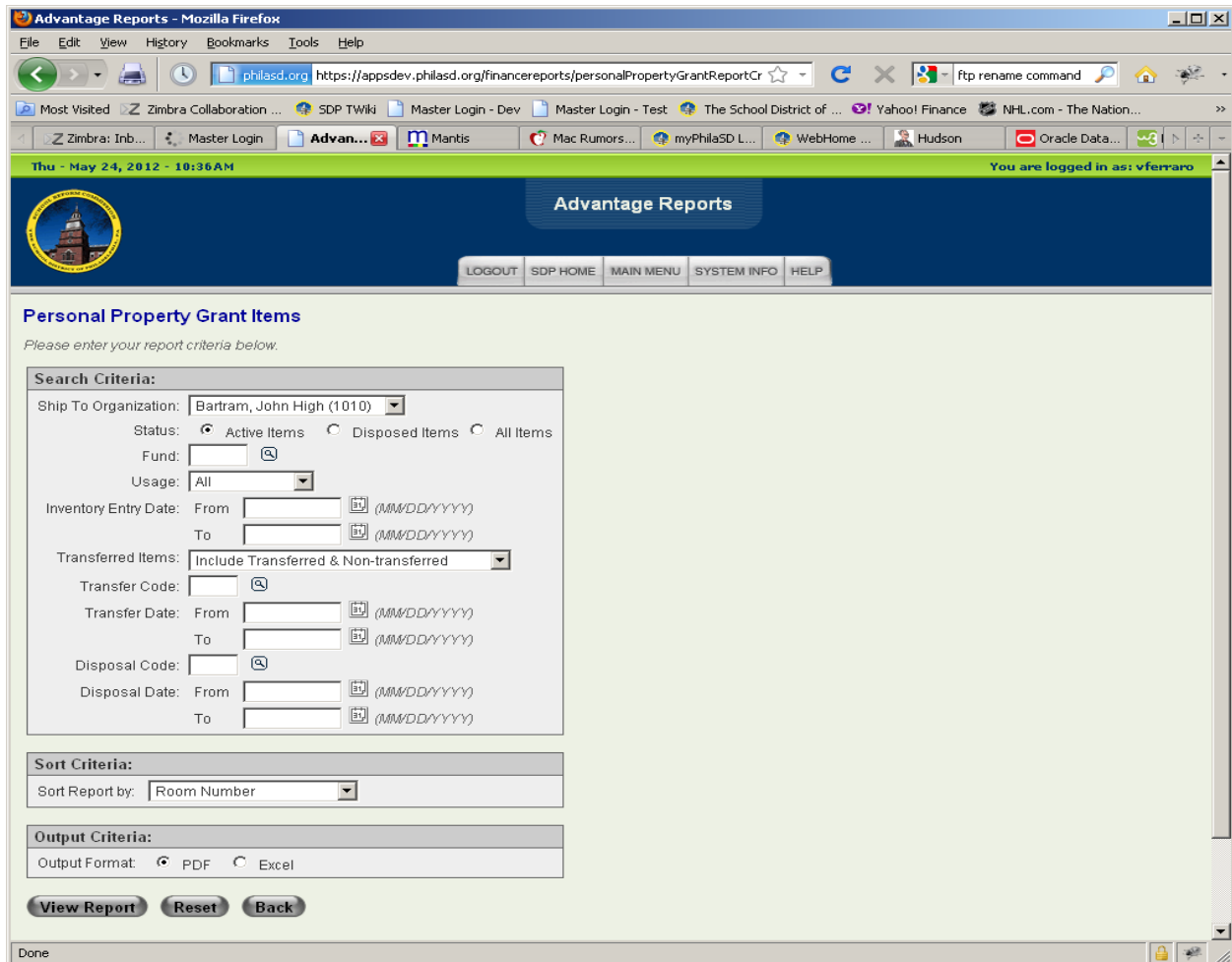
To better ensure the monitoring of equipment purchased with grant funds and for equipment management and control generally, the Grant Compliance Monitors (GCMs) through the GCO shall routinely retrieve from the Office of Accounting the tags to be placed on equipment and deliver those tags to a responsible person in the school or office during the next site visit. The GCM will subsequently monitor on succeeding site visits to ensure the equipment was tagged. In addition, both GCMs and school and central office personnel should routinely use the [Personal Property Grant Items Report](#) through the web based Advantage Reports system that allows for various search and sort options for equipment purchased with grant funds. The equipment displayed can be for active or disposed items and for equipment transferred into or out of the location. Importantly, the report contains the Fund Code of the purchased items to identify the grant funding source. School and central office personnel should run and use the report prior to an external grantor monitoring or audit visit to assist in physically locating grant funded equipment and to ensure that it is being used as intended. The GCMs will periodically use the report to randomly select grant funded equipment for an on-site visit to ensure the equipment is present and used as intended.

RESPONSIBLE POSITION	Step	ACTION TAKEN
GPMs / Principals	1	Use the District’s Personal Property Inventory System (PPIS) through the Advantage System to maintain equipment records for items valued at \$500 or more per the District’s policies and procedures. Work with your GCM to ensure that inventory records for all grant-funded items are in “audit ready” status.
GPMs / Principals	2	<p>Notify your assigned GCM of any expected deletions or transfers of grant funded equipment prior to entering the transaction into the PPIS system.</p> <p>Notify your assigned GCM of any announced location facility closures or anticipated closures where grant funded purchases are contained on the property listing.</p>
GCMs	3	<p>On at least a quarterly basis but preferably upon each site visit, conduct an on-site inventory review to assess the accuracy and completeness of records for the site in the PPIS system.</p> <p>SELECT ITEMS FOR VERIFICATION. Prior to each site visit, run a <i>Personal Property Grant Items</i> report (from Advantage Reports screen accessed via District main login, see below) that includes active inventory items and those transferred-in and disposed of during the current school year to date. Also run a report that includes recent non-grant funded inventory items. If reports for items entering the inventory from the current year include fewer than five items that have not previously been verified during a site visit, run reports (grant and non-grant) from the previous year as well. From these reports select an appropriate number of items for visual inspection/verification during the site visit. The number selected will vary depending on the number of items appearing on the reports, but it is anticipated that during each visit roughly 5 – 20 items will be selected for review. If possible, items selected should include:</p> <ul style="list-style-type: none"> • More than one item from each grant fund number appearing on the Grant Items report and more than one non-grant funded item. • A significant percentage (at least 25%) of the items added to the inventory within the last 90 days, including a sampling of the items for which tags were last delivered to the school / office and recorded on the <i>Inventory Tag Receipt Log</i>. • A sampling of items purchased or transferred to the location during the current year, as well as items purchased or transferred in the previous year if appropriate.

RESPONSIBLE POSITION	Step	ACTION TAKEN
	3	<p>Do not provide the list of items for review to the school / office personnel until you have arrived at the location. Provide the list of items when first arriving to the location and ask the responsible person to attempt to locate the items. The responsible person should locate as many items as possible during the on-site visit. Perform your other monitoring duties. Near the conclusion of your on-site visit, review the list of items with the responsible person to determine the result of the search. Physically view the items reported as found.</p> <p>Complete the <i>Random Sample Inventory Monitoring Log</i> to include:</p> <ul style="list-style-type: none"> • the number of items selected for review and the number of percentage of items found; • the number of items checked that had serial numbers in PPIS; and • the number and percentage of items found but were not tagged. • The federal grant funded equipment is being used as intended. <p>Maintain the Personal property Inventory Report used for the random sample and the Random Sample Inventory Monitoring Log electronically or as a hard copy for future reference.</p>
GCMs	4	<p>FOLLOW UP WITH GPM / SCHOOL PRINCIPAL. The GCM should share the results <i>Random Sample Inventory Monitoring Log</i> with the GPM or School Principal, as well as follow up during subsequent site visits or earlier if necessary to ensure that any necessary corrections have been made. The GCM may need to consult with their GCO supervisor for unique situations and to assist the GPM / School Principal on the development of a corrective action plan.</p>

Personal Property Grant Items Screen / Reports

The Personal Property Grant Items Report is an online tool intended to assist GCMs and GPMs fulfill their responsibilities. The report is accessed via the school District main login on the District’s main webpage <http://www.philasd.org>. The tool generates reports that include listing of all items entered into PPIS sorted by location, fund number used for the purchase, and/or dates of purchase. The following depicts the Personal Property Grant Items report screen.



Training and support in the use of this reporting tool is available via the Grant Compliance Office.

Policy

- *GP2300: Management of Equipment Purchased with Grant Funds*

Related Procedures

- *GP2300.1 Tagging of Personal Property Equipment*
- *GP2300.3 Tracking Small and Attractive Items*

Contacts

- *Grant Compliance Office*
- *Office of Accounting*
- *Systems Administration Unit*

Forms

- *Random Sample Inventory Monitoring Log*
- *Inventory Tag Receipt Log*

Frequently Asked Questions

Related Information

- *General Accounting Office's Personal Property Procedures*
- *2 CFR Part 200.313*
- *Advantage Reports*

History

Amended:

- Amended 1/11/2013 to include the GCM completion of Inventory Monitoring Logs.
- Amended 6/3/2015 to update references to the Uniform Grant Guidance and technical adjustments.

Issue Date: 7/1/2012	Effective Date: 7/1/2015	Approved by: Deputy Chief of Grant Compliance and Fiscal Services
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