

# Equipment Disposition Form Local Consolidated Plan

Please submit in **duplicate** to:  
 Special Education & Title Services  
 Kansas State Department of Education  
 Landon State Office Building  
 900 SW Jackson, Suite 620  
 Topeka, KS 66612

Equipment should be used by the recipient in the project or program for which it was acquired as long as needed, whether or not the project continues to be supported by federal funds. When original or replacement equipment is no longer to be used in projects or programs currently or previously sponsored by the federal government, disposition of the equipment shall be as follows: (a) Equipment with a unit acquisition cost of less than \$5,000 and equipment with no further use value: The equipment may be retained, sold or otherwise disposed of, with no further obligation to the federal government. (b) All other equipment, \$5,000 or over: The equipment may be retained or sold, and funds returned to the federal government. If the equipment is sold, \$100 or 10% of the total sales proceeds, whichever is greater, may be deducted and retained from the amount otherwise due for selling and handling expenses.

**Check the Program Which Funded the Purchase of the Equipment:**

Title I  Title II A  Title II D  Title III   
 Title IV A  Migrant

**Reason for Disposition:**

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**Method of Disposition:**

- Use in other federal program.
- Transfer title to district for various uses.
- Appraisal received, item(s) broken and of no value.
- Sell at fair market value.
- Trade in, value received \$ \_\_\_\_\_

Person Submitting Form \_\_\_\_\_

USD Name and Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Date \_\_\_\_\_

Date Purchased	Kind of Equipment (Disposition)	Manufacturer and Model Number	Original Cost

**An Equal Employment/Educational Opportunity Agency**

*The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201*

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