



## Property Records

***For all items purchased with grant funds, you must maintain property records which include all of the following information:***

- Description of the property
- Serial number or other identification number
- Source of the property
- Identification of the title holder
- Acquisition date
- Cost of the property
- Percentage of Federal participation in the cost of the property
- Location of the property
- Use and condition of the property
- Disposition information (see below)

***When disposing of items purchased with grant funds that have a fair market value of less than \$5,000:***

- You may use it for other activities without reimbursement to DCJS or the Federal government.
- You may sell the property and retain the proceeds.
- You may surplus or otherwise dispose of the property.
- You must maintain a record of the disposition, including the date of disposal and sale price (if applicable).

The Code of Federal Regulations related to property is also available here:

<https://www.law.cornell.edu/cfr/text/2/200.313>

**Please let your Grant Monitor know if you have any questions**