

**GOVERNOR'S OFFICE OF HIGHWAY SAFETY
PROPERTY MANAGEMENT FORM**

GRANTEE: _____

GRANT PROGRAM : _____

Federal requirements regarding the use, management and disposition of grant-funded equipment are found in 2 CFR §200.313 (d)(e), and specify that States and their sub grantees manage and dispose of equipment acquired under the Section 402 program in accordance with State laws and procedures.

A physical inventory of the property must be taken and the results reconciled with the property records annually.

ALL PROPERTY STILL IN USE (List Each Item of Equipment Separately)

Purchase Date	Who holds the Title	Description of Equipment	Serial Number ID Number	Cost	Percentage of Federal Participation	Condition

PROPERTY DISPOSITION

Equipment shall be used by the sub grantee in the program or project for which it was acquired as long as needed including after the project or program is no longer supported by Federal funds. **Prior** written approval must be received from the NHTSA Regional Office by GOHS for the disposition of equipment with a value of \$5,000 or more.

The Grantee shall seek disposition instructions from GOHS **prior** to disposing of any item of equipment purchased.

If the property is disposed of, GOHS must receive a copy of the documentation that is indicated in items (a) through (f) on the next page. If the information indicates a fair market value in excess of \$5,000, GOHS either will either:

- (1) be due a portion of the proceeds from the sale, surplusing, or insurance collection for any item not replaced; or
- (2) retain an interest in the new property acquired as replacement in the case of trade-in, insurance proceeds, or remounting. In both cases, the amount of our interest in the proceeds or replacement equipment will be the percentage of federal participation in the purchase of the property.

DISPOSED PROPERTY (List Each Item of Equipment Separately)

Disposition Code	Purchase Date	Date of Disposition	Description of Equipment	Serial Number/ID Number	Cost	Amount of Proceeds	Percentage of Federal Participation

PROPERTY DISPOSTION

Code

- (a) If the property was sold; Indicate the amount of the sale proceeds received.
- (b) If the property was traded in; Indicate trade in value received. If in excess of \$5,000.00, attach a copy of the invoice of the equipment purchased so our interest can be transferred in GOHS property records.
- (c) If the property was stolen or destroyed; Indicate if it was insured and the insurance amount received. If not insured, please so indicate. If the insurance proceeds were used to replace the equipment, a copy of the invoice for the new equipment should also be attached so GOHS interest can be transferred in our property records.
- (d) If the property was surplused; Send information on the date to whom it was surplused, and amount of funds received, if any.
- (e) No longer used for purposes of grant.
- (f) Other: _____

Signature

Date

Phone Number