

TANGIBLE PERSONAL PROPERTY REPORT DEFINITIONS

- Tangible personal property means property of any kind, except real property, that has physical existence. It includes equipment and supplies. It does not include copyrights, patents or securities. For forms SF-428 and its attachments, the term property will be synonymous with tangible personal property. The terms equipment and supplies will be used when referring to specific requirements.
- Supplies means all tangible personal property other than equipment. (45 CFR 92.3 Definitions)
- Equipment means tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000. (45 CFR 92.3 Definitions)
- Equipment with a current per unit fair market value of \$5,000 or more:
 - States: A state will use, manage, and dispose of equipment acquired under a grant by the State in accordance with State laws and procedures. (45 CFR 92.32.b.)
- If there is a residual inventory of unused supplies and other expendable property exceeding \$5,000 in total aggregate value upon award closeout and if the supplies and expendable property are not needed for any other federally sponsored programs, the recipient should retain the supplies and expendable property or sell them and compensate ASPR.
 - Examples of supplies include computers, items in the caches and vaccines.

**TANGIBLE PERSONAL PROPERTY REPORT
Supplemental Sheet SF-428S**

Federal Grant or Other Identifying Number Assigned by Federal Awarding Agency (Block 2 of SF-428)	Attachment Type	Page	Of Pages
U3REP090???	<input type="checkbox"/> Annual Report <input checked="" type="checkbox"/> Final (Award Closeout) Report <input type="checkbox"/> Disposition Request/Report		

Complete one row for each item:

	Award Number (a)	GP or ACQ (b)	Description of Item (c)	Identification Number (d)	Acq. Date (e)	Cond. Code (f)	Acq. Cost (g)	Disp. Req. (h)
1	U3REP090???-??	ACQ		Manufacturer's Serial #				
2								
3								
4								
5								
6								
7								
8								
9								
10								

Code Description
 1 Excellent. Property that is in new condition or unused condition and can be used immediately without modification or repairs.
 4 Usable. Property which shows some wear, but can be used without significant repair.
 7 Repairable. Property which is unusable in its current condition but can be economically repaired.
 X Salvage. Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.
 S Scrap. Property which has no value except for its basic material content.

NOT APPLICABLE FOR STATES (45 CFR 92.32.B)

Instructions for Tangible Personal Property Report: SF-428S

A. General Instructions

This is a standard form to be used by recipients to provide detailed individual item information in connection with required reports of tangible personal property under Federal assistance awards.

Federal Grant or Other Identifying Number Assigned by Federal Agency. Enter the Federal grant, cooperative agreement or other financial assistance award instrument number or other identifying number assigned to the Federal financial assistance award. If the Supplemental Sheet is submitted in connection with a Consolidated Annual Report Attachment, leave blank and enter individual award numbers in Column (a) for each item.

Report Type. Indicate the type of report Attachment for which the individual item information is being provided.

a. **Award Number.** For Consolidated Annual Report Attachments, enter the Federal grant, cooperative agreement or other Federal financial assistance award instrument number or other identifying number assigned to the Federal financial assistance award. For all other Report Attachments (i.e., Individual Annual, Final, and Disposition Request/Report) leave blank.

b. **GP or ACQ.** Enter GP if the item is Federally-owned property. Note: Federally-owned property consists of items furnished by the Federal Government for use on the award identified in Block 1 or Column a. Enter ACQ if the item was acquired with award funds.

c. **Description of Item.** Provide a brief description of the item.

d. **Identification Number.** Enter the manufacturer's serial number, model number, Federal stock number, national stock number, or other identification number.

e. **Acq. Date.** Enter the date the item was acquired by the recipient. For items furnished by the Federal Government, enter the date received by the recipient.

f. **Cond. Code.** Enter the applicable condition code from the following list:

<u>Code</u>	<u>Description</u>
1	Excellent. Property that is in new condition or unused condition and can be used immediately without modification or repairs.
4	Usable. Property which shows some wear, but can be used without significant repair.
7	Repairable. Property which is unusable in its current condition but can be economically repaired.
X	Salvage. Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.
S	Scrap. Property which has no value except for its basic material content.

g. **Acq. Cost.** Enter the item acquisition cost.

h. **Disp. Req.** Indicate the type of disposition requested for each item by entering the corresponding number from Block 2 of the Final Report Attachment or Block 1 of the Disposition Request/Report Attachment. However, it is not necessary to enter this information when requesting the same disposition for all items of Federally-owned property or the same disposition for all items of Acquired Equipment (the disposition request indicated in the applicable Block(s) of the Final Report Attachment or the Disposition Request/Report Attachment will be sufficient). Not required for Annual Report Attachments.

