

INVENTORY MANAGEMENT**Section 7**

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| 1. Weapons | 10. Cellular Telephones |
| 2. Camera and Camera Equipment (Greater than \$250.00) | 11. Computers/Computer Equipment, including Printers |
| 3. Tape Recorders | 12. Chain Saws |
| 4. Two-way Radio Equipment | 13. Air Compressors |
| 5. Typewriters | 14. Welding Machines |
| 6. Appliances (refrigerators, freezers, air-conditioners, stoves, microwave ovens, etc.) | 15. Generators |
| 7. Televisions, VCR, DVD (Greater than \$250.00) | 16. Motorized Vehicles |
| 8. Lawn Maintenance Equipment | 17. Dictating Equipment |
| 9. Sterling Silver | 18. Antiques |

Inventory Control List

All non-expendable equipment or property purchased with (or used to match) federal and/or state funds shall be listed on an Inventory Control List ([MDHS-PROP-SE02](#)). The Inventory Control List must be submitted to the appropriate MDHS Funding Division Director, for any new and/or additional equipment purchased, when the equipment has been received and paid for by the subgrantee. The subgrantee and each MDHS Funding Division shall maintain a complete and up-to-date list of subgrantee equipment or property. The MDHS Subgrant Master Inventory shall be maintained in the MDHS Office of Property. It shall be the responsibility of each MDHS Funding Division to provide a copy of the Inventory Control List for each subgrant that authorizes property or equipment.

Information for the Inventory Control List shall include:

- (A) Subgrantee's Name, Address, and Telephone Number;
- (B) Contact Person and Telephone Number;
- (C) Subgrant Number, Grant Identifier Number, Subgrant beginning and ending dates and/or modification, if applicable;
- (D) Total Equipment Amount Budgeted;
- (E) Item description, manufacturer's name, etc;
- (F) Manufacturer's Serial Number;

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- (G) Manufacturer’s Model Number;
- (H) Vendor Name;
- (I) Purchase Date or Invoice Date;
- (J) Check Number and/or Voucher Number;
- (K) Cost plus tax, freight or shipping charges (if applicable);
- (L) Location of equipment or property address;
- (M) MDHS Inventory Number Assigned by the MDHS Property Office; and,
- (N) Ultimate disposition data, including date of disposal and sales price of the method used to determine fair market value where a subgrantee compensates the federal agency, MDHS funding source for its share.

All changes in status, such as, but not limited to, location and program use, require that the subgrantee update the Inventory Control List, and notify the appropriate funding division in writing within a 10 working day period.