

**MEMA - Equipment Inventory Tracking Sheet**

|                                                              |  |  |  |  |  |
|--------------------------------------------------------------|--|--|--|--|--|
| <b>Subrecipient</b>                                          |  |  |  |  |  |
| <b>Grant Federal Fiscal Year</b>                             |  |  |  |  |  |
| <b>Grant Program</b>                                         |  |  |  |  |  |
| <b>Total Costs</b>                                           |  |  |  |  |  |
| <b>Percentage of Grant Funds Applied to Purchase</b>         |  |  |  |  |  |
| <b>Description of Equipment</b>                              |  |  |  |  |  |
| <b>Vendor (source of item)</b>                               |  |  |  |  |  |
| <b>Serial Number</b>                                         |  |  |  |  |  |
| <b>Title Holder</b>                                          |  |  |  |  |  |
| <b>Acquisition Date</b>                                      |  |  |  |  |  |
| <b>Property ID Number (internal subrecipient tracking #)</b> |  |  |  |  |  |
| <b>Location of Equipment</b>                                 |  |  |  |  |  |
| <b>Conditions of Equipment</b>                               |  |  |  |  |  |
| <b>Use of Equipment</b>                                      |  |  |  |  |  |
|                                                              |  |  |  |  |  |
| <b>Name / Point of Contact for Equipment</b>                 |  |  |  |  |  |
| <b>POC Phone Number</b>                                      |  |  |  |  |  |
| <b>POC Email Address</b>                                     |  |  |  |  |  |
|                                                              |  |  |  |  |  |
| <b>Disposition Date</b>                                      |  |  |  |  |  |
| <b>Disposition Method / Details</b>                          |  |  |  |  |  |
| <b>Transfer Information</b>                                  |  |  |  |  |  |
|                                                              |  |  |  |  |  |
| <b>Date of Last Inventory Performed</b>                      |  |  |  |  |  |