



Lyonel B. Tracy
Commissioner of Education
Tel. 603-271-3144

Mary S. Heath
Deputy Commissioner
Tel. 603-271-7301

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900**

Bureau of Special Education FY'08 Memo #34

Date: April 11, 2007

TO: Superintendents of Schools
Special Education Directors
Business Administrators

FROM: Lyonel B. Tracy, Commissioner

Santina Thibedeau,
Administrator, Bureau of Special Education
State Director of Special Education

RE: Project Equipment Inventory Report

Attached is the Equipment Inventory Report form for your school district's Fiscal Year 2008 projects utilizing federal special education funds. Please forward this form to the appropriate personnel for completion. Please have this form completed and returned to the Department of Education by July 1, 2008.

The equipment listed should reflect what was requested in the approved application for federal special education funds. Equipment is defined as any item with a purchase price of \$100.00 or more and a life expectancy of more than one year. Computer software and videotapes should not to be considered as equipment.

Thank you for your timely submission of the Equipment Inventory Report for your districts.

BJR
Attachment

