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Bureau of Special Education FY'10 Memo #31

Date: April 22, 2010

TO: Superintendents of Schools
Special Education Directors
Business Administrators

FROM: Office of the Commissioner

Division of Instruction
Bureau of Special Education

RE: Project Equipment Inventory Report ~ Entitlement and ARRA

Attached are two (2) Equipment Inventory Report forms for your school district's Fiscal Year 2010 projects utilizing federal special education funds:

1. Entitlement FY'10 Special Education Equipment Inventory Report
2. ARRA FY'10 Special Education Equipment Inventory Report

Please forward these forms to the appropriate personnel for completion. Please have this form completed and returned to the Department of Education by July 1, 2010.

The equipment listed should reflect what was requested in the approved applications 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
Attachments