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Bureau of Special Education FY'17 Memo #35

Date: April 21, 2017

To: Superintendents of Schools

Directors of Special Education
Business Administrators

From: Office of the Commissioner
Division of Educational Improvement
Bureau of Special Education

RE: Project Equipment Inventory Report ~ IDEA and Preschool Federal Funds

Districts should complete the Project Equipment Inventory Report each time equipment is purchased, paid for and received throughout the grant period. Equipment is defined as any item with a purchase price of **\$250.00** or more and a life expectancy of more than one year.

To complete the Project Equipment Inventory Report, please follow the steps below:

1. Log into myNHDOE Single SignOn System, go to the Grants Management System.
2. Go to the application for IDEA and Preschool Federal Funds.
3. For each activity that includes equipment, click on the inventory link (on the upper left by the activity number).
4. At the "Equipment Inventory item" page, please follow the directions at the top of the page.
5. Next hit "insert" to save the information entered.

Each time a district completes a Project Equipment Inventory Report, the Department will:

- Assign and enter the NHDOE inventory tag numbers for each purchased item listed on the Inventory Report.
- Send to the Project Manager of the grant, a copy of the completed Inventory Report and the assigned NHDOE inventory tags.

Upon receipt, districts are to attach the tags to the equipment making certain that the inventory tag numbers coincide with the equipment inventory item listed on the report.

All Project Equipment Inventory Reports for FY'17 must be entered into the Grants Management System by September 30, 2018. Should you have any questions, please contact Tamela Dalrymple. 271-6056 or Tamela.Dalrymple@doe.nh.gov.