# Closeout Procedures

## AEFLA/IELCE Asset Inventory

### [Equipment](https://www.cde.state.co.us/cdeadult/grantees/handbook/budget-object-code-reference)[[1]](#footnote-2)

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| Item | Serial Number or Asset Tag | Date of Acquisition | Value[[2]](#footnote-3) | Location of equipment (physical address) | Disbursement Method & Date (retain[[3]](#footnote-4), sell[[4]](#footnote-5), redistribute[[5]](#footnote-6), recycle, donate, throw away)[[6]](#footnote-7) | Explain why disbursement method was chosen.[[7]](#footnote-8) |
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### [Unused Supplies](https://www.cde.state.co.us/cdeadult/grantees/handbook/budget-object-code-reference)[[8]](#footnote-9) (If over $5,000 in total aggregate value)[[9]](#footnote-10)

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| --- | --- | --- | --- | --- | --- |
| Item | Date of Acquisition | Value[[10]](#footnote-11) | Location of equipment (physical address) | Disbursement Method & Date (retain[[11]](#footnote-12), sold[[12]](#footnote-13), redistribute[[13]](#footnote-14), recycle, donate, throw away)[[14]](#footnote-15) | Explain why disbursement method was chosen.[[15]](#footnote-16) |
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1. Grantees must receive disposition instructions from the awarding agency for equipment acquired under the Federal award per 2 CFR §200.313(e) [↑](#footnote-ref-2)
2. List the fair market value the day of inventory. [↑](#footnote-ref-3)
3. Equipment may be retained if it will continue to be used for adult education classes under continued AEFLA/IELCE or AELA funding or if it is under the $5,000 unit cost limit. [↑](#footnote-ref-4)
4. 2 CFR 200.313(e) [↑](#footnote-ref-5)
5. Transfers to another agency must have prior approval from CDE. Please contact your Program Coordinator. [↑](#footnote-ref-6)
6. Grantees may choose to keep equipment with a current, per unit fair market value of $5,000 or less for continued programming and activities. [↑](#footnote-ref-7)
7. If redistributing equipment, list the receiving organization. If retaining the equipment for continued adult education programming and activities, or for some other Federal or State program, indicate that here. [↑](#footnote-ref-8)
8. Unused supplies means supplies that are in new condition, not having been used or opened before. [↑](#footnote-ref-9)
9. 2 CFR §200.314 [↑](#footnote-ref-10)
10. List the fair market value the day of inventory. [↑](#footnote-ref-11)
11. Supplies may be retained if they will continue to be used for adult education classes under continued AEFLA/IELCE or AELA funding or if they are under the $5,000 cumulative limit. [↑](#footnote-ref-12)
12. 2 CFR 200.314(a) [↑](#footnote-ref-13)
13. Redistribution to another agency must have prior approval from CDE. Contact your Program Coordinator. [↑](#footnote-ref-14)
14. Grantees may choose to keep up to $5,000 of unused supplies but must create a distribution plan for the remainder. [↑](#footnote-ref-15)
15. If redistributing supplies, list the receiving organization. If retaining the supplies for continued adult education programming and activities, or for some other Federal or State program, indicate that here. [↑](#footnote-ref-16)