

## OREGON STATE LIBRARY

### Library Services and Construction Act Grant Property Inventory Report Instructions

#### General Instructions

In accordance with federal regulations, the State Library requires recipients of LSTA grants to maintain inventory records of tangible, non-expendable, personal property having a useful life of more than one year and a unit acquisition cost of \$5,000 or more. The Grant Property Inventory Report is used to report inventory information to the State Library. Grant recipients may also want to use the Report for their own inventory purposes, or they may utilize their own property management procedures, so long as they meet federal property management standards.

Information reported to the State Library on the Grant Property Inventory Report needs to be updated at least once every two years to verify the existence and continued use of the property for purposes identical or similar to the original grant-related purpose.

The Grant Property Inventory Report should be completed and sent to the State Library within 30 days of receipt of any items subject to the inventory requirement. Completed reports should be scanned, faxed or emailed to [ferol.weyand@state.or.us](mailto:ferol.weyand@state.or.us) or mailed to Library Support and Development Services, Oregon State Library, 250 Winter St. NE, Salem, Oregon 97301-3950, fax 503-378-6439.

Questions about the Grant Property Inventory Report may be referred to the Federal Programs Coordinator at the State Library (503-378-5027).

#### **Line-By-Line Instructions**

##### *LSTA Contract Number*

Type the number which appears in the upper right-hand corner of the grant contract. Note that it will change each year in a multi-year project.

##### *Project Title*

Fill in the grant project title as documented in the grant contract.

##### *Name of Owning Organization*

Name of the entity where the item resides.

##### *Description of Property*

Provide a brief description of the property, using model numbers, if appropriate. Report the purchase of two or more of the same item on separate lines.

##### *Manufacturer's Serial or Other ID Number*

Provide the serial or other ID number, if the item has such a number. If not, use a local inventory control number or other unique identifying number, if one is assigned to the property. If no such number is assigned to the property, mark this space with a dash (-).

*Unit Acquisition Cost (\$)*

Provide the net acquisition cost of the property, minus shipping or handling charges, and rounded to the nearest dollar.

*Federal Share of Acquisition Cost (\$)*

Provide the percentage of the total cost that federal funds contributed toward the purchase. If purchased entirely with grant funds, the federal share is 100%. This percentage will be needed when disposition of the property occurs.

*Date Received*

Indicate the date the property was received.

*Location of the Property*

Use the names of institutions and cities to identify the location of the property (Examples: "Crook Co. Lib., Prineville", "Linfield College, McMinnville").

*Condition of the Property*

Describe the condition of the property at the time of receipt -- new, used, etc.