

WIOA Equipment Inventory Control Form Instructions

1. Date Enter the current date in the MM/DD/YYYY format.
2. LWIA # Enter the Local Workforce Innovation Area (LWIA) number assigned by the State.
3. Subrecipient Name Enter the name of the subrecipient that owns the equipment (if applicable).
4. Address Enter the address of the grant recipient/subrecipient.
5. Phone Enter the phone number, including the area code, of the grant recipient/subrecipient.
6. Fax Enter the fax number, including the area code, of the grant recipient/subrecipient.
7. Brief Description Enter a brief description of the equipment.
8. Location of Equipment Enter the location of the equipment (i.e., address if different from above, room number, floor, etc.)
9. Serial # Enter the serial # of the equipment. Put N/A if the equipment does not have a serial number.
10. Purchase Price Enter the purchase price of the equipment.
11. Date of Purchase Enter the date the equipment was purchased in the MM/DD/YYYY format.
12. Condition of Equipment Enter the condition of the equipment when it was acquired, by selecting new or used in the checkbox.
13. Vendor Name and Address Enter the name and address of the vendor where the equipment was purchased.
14. Source of Funding (including the FAIN) Enter the source of the funding including the Federal Award Identification Number.
15. Who Holds Title Enter the name of the entity that holds title to the equipment.
16. Signature of Grant Recipient/
Subrecipient Property Officer The current Grant Recipient/Subrecipient Property Officer must sign the form.
17. Date Enter the date the Grant Recipient/Subrecipient Property Officer signs the form in the MM/DD/YYYY format.