

## Report of Excess/Unserviceable WIOA Equipment Form Instructions

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|-----------------------------------|--|
| 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. Location of Equipment          | Enter the location of the equipment (i.e., address if different from above, room number, floor, etc.). |
| 8. Brief Description of Equipment | Enter a brief description of the equipment from the WIOA Inventory Listing.                            |
| 9. Equipment Tag #                | Enter the tag # of the equipment.  |
| 10. Serial #                      | Enter the serial # of the equipment. Put N/A if the equipment does not have a serial number.           |
| 11. Acquisition Date              | Enter the date the equipment was acquired.   |
| 12. Acquisition Cost              | Enter the purchase price of the equipment when it was acquired.  |
| 13. Condition of Equipment        | Enter a description of the current condition of the equipment.   |