

## WIOA Equipment Relocation 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. Previous Location of Equipment Enter the location of the equipment before it was relocated (i.e., address if different from above, room number, floor, etc.).
8. New Location of Equipment Enter the location of the equipment after it was moved (i.e., address if different from above, room number, floor, etc.).
9. Brief Description of Equipment Enter a brief description of the equipment being relocated.
10. Equipment Tag # Enter the tag # of the equipment being relocated.
11. Signature of Grant Recipient/Subrecipient Property Officer The current Grant Recipient/Subrecipient Property Officer must sign the form.
12. Date Enter the date the Grant Recipient/Subrecipient Property Officer signs the form in the MM/DD/YYYY format.