

## COMMUNITY COLLEGE OF DENVER

Title: Inventory of Perkins Equipment

Guideline #: PERKINS – 5

Approved: March 15, 2011  
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References: Management of Hourly CCD Employees Funded with Perkins (Perkins-3)  
Management of Faculty or Staff Funded with Perkins Funds (Perkins-6)  
Perkins Grant Application Process (Perkins-1)  
Purchasing Equipment with Perkins Funds (Perkins-4)  
Disposal of Perkins Equipment (Perkins-2)  
Time Sheet Guidelines for Hourly Employees Funded by Perkins  
Inventory of Perkins Equipment (Perkins-5)

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### 1. PURPOSE

The purpose of these guidelines are to educate Perkins funds recipients of the requirements of Perkins equipment.

### 2. APPLICABILITY

These guidelines apply to all equipment purchased with Perkins funds.

### 3. DEFINITIONS

The Carl D. Perkins Vocational and Educational Act – The Act was first authorized by the federal government in 1984 and reauthorized in 1998. Named for Carl D. Perkins, the act aims to increase the quality of technical education within the United States in order to help the economy.

WASP MobileAsset – An asset tracking software designed to control and manage mobile and fixed assets.

### 4. GUIDELINES

- a. All Perkins funded equipment must be inventoried:
  - i. If the equipment is individually under \$100.00, or disposable, the requestor is responsible for the inventory of the equipment. The information to be included on the inventory is below. The Community College of Denver (CCD) Perkins Administrator must have an updated copy.
  - ii. If the equipment is to be tagged by the Information Technology (IT) MobileAsset system, the responsible person must inform the Perkins Administrator when the equipment is ready for tagging. The Perkins Administrator will assign asset tag numbers to be entered. The responsible IT person will inform the Perkins Administrator once information has been entered. The Perkins Administrator will update the MobileAsset system with Perkins Plan details.
  - iii. If the equipment is not to be tagged by the IT MobileAsset system, the responsible person must notify the Perkins

Administrator as soon as it arrives. The Perkins Administrator will then input it into the Perkins inventory system.

- b. Inventory databases must include:
  - i. A description of the equipment:
    - 1. Make and Model of purchase.
    - 2. Fiscal Year of purchase.
    - 3. Local Plan for which it was purchased (not on MobileAsset).
    - 4. Perkins Administrator.
    - 5. Local Plan Person responsible for purchase.
    - 6. Outcomes to be assessed (not on MobileAsset).
    - 7. Fiscal Year Assessment of purchase.
  - ii. A serial number and Perkins MobileAsset number (if tagged).
  - iii. The acquisition date (MobileAsset only).
  - iv. The physical location of the equipment.
  - v. Disposal information (when relevant):
    - 1. Date of disposal from Perkins use.

2. The per unit Fair Market Value (FMV) or assurance that the FMV is below \$3,000.00 (not on WiseTrack).
- c. This process may be altered at any time. CCD employees are responsible for ensuring compliance with current guidelines.