

Instructions for Tangible Personal Property Report: SF-428S

A. General Instructions:

This is a Standard Form to be used by recipients to provide detailed individual item information in connection with required reports of tangible personal property under Federal assistance awards.

Federal Grant or Other Identifying Number Assigned by Federal Agency. Enter the Federal grant, cooperative agreement or other financial assistance award instrument number or other identifying number assigned to the Federal financial assistance award. If the Supplemental Sheet is submitted in connection with a Consolidated Annual Report Attachment, leave blank and enter individual award numbers in Column (a) for each item.

Report Type. Indicate the type of report Attachment for which the individual item information is being provided.

a. **Award Number.** For Consolidated Annual Report Attachments, enter the Federal grant, cooperative agreement or other Federal financial assistance award instrument number or other identifying number assigned to the Federal financial assistance award. For all other Report Attachments (i.e., Individual Annual, Final, and Disposition Request/Report) leave blank.

b. **GP or ACQ.** Enter GP if the item is Federally-owned property. *Note: Federally-owned property consists of items furnished by the Federal Government for use on the award identified in Block 1 or Column a.* Enter ACQ if the item was acquired with award funds.

c. **Description of Item.** Provide a brief description of the item.

d. **Identification Number.** Enter the manufacturer's serial number, model number, Federal stock number, national stock number, or other identification number.

e. **Acquired Date.** Enter the date the item was acquired by the recipient. For items furnished by the Federal Government, enter the date received by the recipient.

f. **Condition Code.** Enter the applicable condition code from the following list:

<u>Code</u>	<u>Description</u>
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| 1 | Excellent. Property that is in new condition or unused condition and can be used immediately without modification or repairs. |
| 4 | Usable. Property which shows some wear, but can be used without significant repair. |
| 7 | Repairable. Property which is unusable in its current condition but can be economically repaired. |
| X | Salvage. Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical. |
| S | Scrap. Property which has no value except for its basic material content. |

g. **Acquisition Cost.** Enter the item acquisition cost.

h. **Disposition Request.** Indicate the type of disposition requested for each item by entering the corresponding number from Block 2 of the Final Report Attachment or Block 1 of the Disposition Request/Report Attachment. However, it is not necessary to enter this information when requesting the same disposition for all items of Federally-owned property or the same disposition for all items of Acquired Equipment (the disposition request indicated in the applicable Block(s) of the Final Report Attachment or the Disposition Request/Report Attachment will be sufficient). Not required for Annual Report Attachments.