

## **TITLE I PART A or D PROGRAMS INVENTORY EQUIPMENT DISPOSAL/REMOVAL FORM**

Certification: I hereby certify that 2 *Code of Federal Regulations* 200.313(e) and California Education Code 60510-60511 equipment-management regulations have been met and that the equipment listed is no longer used in the Title I, Part A or D Programs/Services for which it was purchased and request its removal from the local educational agency (LEA) equipment inventory. Equipment listed on this form that is reported as lost, stolen, or missing must include the local police report and LEA or County Office of Education Administrator Report on the circumstance that resulted in this issue.

Please select the program identified with the equipment removal request:

LEA Name:

LEA Address (Street Number, Street Name, City, State, Zip):

Printed Name of Authorized Representative:

Title:

Signature of Authorized Representative:

**Return form to:**  
**Title I Policy, Program, and Support  
Office**  
**Via email:**  
[SDavis@cde.ca.gov](mailto:SDavis@cde.ca.gov)  
**Sherry D. Davis, Ed.D.**  
**Education Programs Consultant**

California Department of Education Approval by:

Date:

<b>Line Number</b>	<b>Equipment Description</b>	<b>Equipment I.D. #</b>	<b>Funding Source</b>	<b>Acquisition Date</b>	<b>Acquisition Cost</b>	<b>Trade-in Appraisal Value</b>	<b>Reason for Removal</b>
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