

**COLORADO DIVISION OF CRIMINAL JUSTICE  
FEDERAL/STATE, CASH MATCH, AND IN-KIND MATCH FUNDS  
DCJ FORM 5 - EQUIPMENT INVENTORY/RETENTION**

SUBGRANTEE:	GRANT NUMBER:
PROJECT TITLE:	PROJECT DURATION: TO:
PREPARED BY:	PHONE: DATE:

Complete a separate form for each piece of equipment (unit cost of \$5,000 or more) purchased with federal and/or matching funds under this grant. Submit original to the Division of Criminal Justice with the final report. Retain copies for seven (7) years after the grant period end date.

Description:	
Serial #:	Inventory #:
Date of Purchase:	Cost:
Percent of cost paid with Federal funds from this grant:	%
Location of Equipment:	

**Status at the end of the grant period: [check the appropriate box (es)]**

**Retention:** The equipment will continue to be used for the purposes of the grant. The requirement for retaining equipment ends when the value of the equipment has depreciated to a value less than \$5,000 or grant records retention requirements of seven (7) years have been met, whichever comes first.

**Disposal:**

- Item has depreciated to a value less than \$5,000 and no longer requires inventory.
- Equipment no longer needed for the funded project:
  - Retained by agency for use in criminal justice activities or activities currently or previously supported by Federal agency funds.
  - Donated to a government or not-for-profit agency.
  - Traded in or sold to offset the cost of replacement equipment. (If this occurs during the grant period, prior approval must be obtained from your DCJ grant manager via email).
  - Sold at fair market value in excess of \$5,000. Proceeds must be returned to DCJ equal to the percentage paid by federal grant funds.
  - Returned to the Division of Criminal Justice. (Prior to returning equipment, contact your DCJ grant manager).
- Lost, damaged or stolen. Attach a copy of report made and investigation results.

**SUBMIT ONE COPY WITH ORIGINAL SIGNATURE.**

I, hereby certify that the content of this form, other than the data entry required, has not been altered.

\_\_\_\_\_

PROJECT DIRECTOR Signature DATE

**DETAILED INSTRUCTIONS FOR COMPLETING  
DCJ FORM 5 - EQUIPMENT INVENTORY/RETENTION**

**SUBGRANTEE INFORMATION:**

**Subgrantee:** This is the agency to which the federal grant award was made.

**Grant Number:** This is the grant number assigned to the project by DCJ. It can be found on the Statement of Grant Award.

**Project Title:** This is the name of the project, which is identified on the grant application.

**Duration:** This is the period of the grant award. It can be found on the Statement of Grant Award, and is changed only if the project requests and receives a grant extension.

**Prepared by:** Name of person completing this form. Include this person's phone number.

**Date:** This is the date the Equipment Inventory form is completed.

**EQUIPMENT INFORMATION:**

**Description:** Provide a brief description of the equipment, including brand name and model number.

**Serial and Inventory Numbers:** Provide the serial number of the equipment as determined by the manufacture, as well as the Inventory Number assigned by your agency.

**Date of Purchase:** This is the date the equipment was purchased.

**Cost:** This is the purchase price of the equipment.

**Percent of cost paid with Federal funds from this grant:** Indicate the percentage of cost paid for the equipment from federal funds under this grant.

**Location of Equipment:** Indicate the location of the equipment.

**EQUIPMENT STATUS:**

**Retention:** Check this box if your agency will retain the equipment and continue to be used for the purposes of the grant.

**Disposal:** Indicate the method of equipment disposal by checking the appropriate box(es). **PLEASE NOTE:** If the equipment is no longer needed for the funded project, you must indicate a secondary method of disposal.

**KEYS TO COMPLETING THE DCJ FORM 5:**

- ❖ Complete a separate form for each piece of equipment with a cost of \$5,000 or more.
- ❖ Supply page numbers based on the number of pieces of equipment purchased. For example, if 3 items were purchased, the page for Item #1 would be Page 1 of 3".

Submit this form with the final narrative report at the end of the grant period. Records for equipment acquired in whole or in part with Federal Funds must be retained for seven (7) years after the final disposition of the property.