

NYS Division of Homeland Security and Emergency Services
Detailed Itemization of Non-Personal Service Expenditures
Equipment

1. Grantee Name:
2. Implementing Agency:
3. Report Period: To:
4. Corresponding FCR Report #:
5. Contract Period: To:
6. Contract Number:
7. DHSES Number:

This form is used to certify the expenditures claimed for Equipment. The equipment charged to the grant must be specifically listed in the equipment category per Appendix B of the grant contract. All Equipment expenses must have an appropriate and reasonable basis for allocating the expenses to this project.

Table with columns: Contract Budget Line, Items Purchased, Quantity, Date Ordered, Date Received, Serial No., Check No., Payee, Amount Charged to (Federal/State Amount, Match Amount), NYS MWBE Certification Number, Procurement Method.

\*The totals should be carried forward to Category D of the Fiscal Cost Report Column C. \* Total

Certification: I certify that this report, schedule, and the expenses for which payment is requested are true, correct, and complete and were made in accordance with the appropriate Federal and State Rules and Regulations governing the pertinent grants and that: 1) the goods, services and costs listed are necessary for and are to be used solely for the purpose specified in the contract for this project and; 2) these costs being reimbursed are not duplicative of expenditures claimed on any other grants or other sources of available funding.

9. Signature:
Title:
Date:
Print Name:
Phone #:

The Division of Homeland Security and Emergency Services (DHSES) requires that the grantee conduct a physical inventory of property records at least once every two years to verify the existence, current utilization and continued need for the property.

Authorization for Continued Use: Upon completion of all contractual requirements by the grantee, DHSES accepts the request for continued use and possession of the equipment purchased with grant funds. This acceptance is made provided the equipment continues to be used in accordance with the contracted activities and guidelines.

If at any time during the life expectancy of the equipment your organization should dispose of any of these items, any proceeds realized must be reinvested in equipment items to continue your organization's activities. If the proceeds are not reinvested to continue activities, that percentage of the proceeds equal to the proportion of the original purchase price paid by funds for the contract must be paid to the State of New York.

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I hereby certify that the above equipment has been received and added to our property accounting records. Said equipment will be periodically inventoried and reconciled with accounting records. I am requesting continued use of equipment.
Signature of authorized grantee representative
Acceptance for continued use and possession of equipment.
Division of Homeland Security and Emergency Services
Date