



Project Information	
Grantee: _____	Grant Number: _____
Project Title: _____	
Prepared By: _____	Submission Date: _____

Instructions
<p><i>Consistent with the Grant Agreement, equipment over \$5,000 purchased with the funds under a CATPA grant shall be retained and continued to be used for the purposes of the grant. The retention ends when the value of the equipment has depreciated to less than \$5,000 or when the grant retention of five (5) years have been met, whichever comes first. The Grantee must request pre-approval to dispose of capital equipment if the value is over \$5,000 and the grant retention requirements of five (5) years has not been met. Request to remove capital equipment require the Grantee to submit this form.</i></p>

Capital Equipment Requested for Removal			
Item Type: _____	Purchase Year: _____	Purchase Price: _____	
Make: _____	Model: _____	Style: _____	
Serial #: _____	Description: _____		
<p>Check all that apply regarding the request to remove this item from the CATPA Inventory.</p> <p><input type="checkbox"/> Equipment was purchased more than 5 years ago and is requested to be removed.</p> <p><input type="checkbox"/> Equipment has depreciated to a value less than \$5,000. <input type="checkbox"/> Based on Straight Line Depreciation Method</p> <p><input type="checkbox"/> Equipment was returned to CATPA.</p> <p><input type="checkbox"/> Equipment is requested to transfer to another CATPA Grant project.</p> <p><input type="checkbox"/> Equipment is requested to be retained by an Agency for use in auto theft prevention activities.</p> <p><input type="checkbox"/> Equipment is requested to be used for trade-in or sold to offset the cost of replacement equipment.</p> <p><input type="checkbox"/> Equipment was lost.</p> <p><input type="checkbox"/> Equipment was stolen.</p> <p><input type="checkbox"/> Equipment was damaged and is no longer operational.</p>			

Justification

Submission	
Project Director's Signature	Date

CATPA Office Use Only	
Office Review Date: _____	
Grant Manager Signature	CATPA Director's Signature