



PURPOSE:

This form must be completed when a sponsor requires a final property report from CU Boulder and when standalone permanent equipment, fabrication(s), and/or deliverable(s) have been purchased with award funds.

To complete this form:

- Review the award fixed asset financial details.
- Identify the tag numbers associated with each fixed asset purchase. If you are having difficulty identifying the tag numbers, contact the [Property Accounting](#) team in the Campus Controller's Office.
- Answer questions 1 and 2 in Section I.
- Based on the type of fixed assets that were purchased with award funds, complete tables A, B, and/or C in Section II.
- Obtain signature and certification from PI for Section III.
- Submit the form to [OCG](#).

Any questions on this form or the reporting requirements may be directed to ocgproperty@colorado.edu.

SECTION I: SUPPLIES REPORT AND COST PRINCIPLES

AWARD # _____

1. Is the total cumulative value of residual unused supplies on this award greater than \$5,000?

YES* NO

*If YES, attach a detailed list that includes descriptions, quantities and costs of the residual unused supplies to this report before submitting to [OCG](#).

2. Do all of the costs for fixed assets and supplies charged to this award meet the following criteria?

- Reasonable and Allowable
- Essential for the performance of the award
- Consistently accounted for according to University policies
- Allocated according to the cost principles described in 2 CFR 200.405

YES NO



SECTION II: FIXED ASSETS REPORT

A. Complete the table below if **STANDALONE PERMANENT EQUIPMENT** (810100 or 810200) was acquired with award funds.

Tag Number	Description	Total Cost charged to award	Acquisition Date	Available for Use on Federal or non-Federal sponsored awards?	
				Yes	No
				Yes	
				No	
				Yes	
				No	
				Yes	
				No	
				Yes	
				No	
				Yes	
				No	
				Yes	
				No	
				Yes	
				No	
				Yes	
				No	

B. Complete the table below if **FABRICATIONS** (810700 or 810800) were acquired with award funds.

Tag Number	Description	Total Cost charged to award	Fabrication Completion Date	Available for Use on Federal or non-Federal sponsored awards?	
				Yes	No
				Yes	
				No	
				Yes	
				No	
				Yes	
				No	
				Yes	
				No	



C. Complete the table below if **DELIVERABLE EQUIPMENT** (810300) was acquired with award funds.

Tag Number	Description	Total Cost assigned to Sponsored Project	Acquisition or In-Service Date	Return Date of Deliverable Equipment	List the recipient of the Deliverable Equipment

SECTION III: CERTIFICATION

The signature below certifies that the above is an accurate description of the current condition and use for the property acquired on this award.

_____ Date _____

Principal Investigator