



AMHERST COLLEGE

Federally Funded Equipment Addition Form

To assist in an accurate inventory of equipment, this form is filed with the Controller's Office for any equipment purchased with federal funds in excess of \$5,000. This form is completed upon receipt of the equipment.

Equipment Description: _____

Serial Number: _____ Model Number: _____

Date Placed in Service: _____ Location of Equipment: _____

Agency Award Number: _____ Project Number: _____

Purchase Price: _____ Vendor Name: _____

Name (print): _____ Department: _____

Signature: _____ Date: _____

To be completed by the Controller's Office:

Tag Number: _____

Voucher Number: _____

% of Cost that is Federally Funded: _____

Federal Funding Agency: _____

Asset Life: _____

FY Fully Depreciated: _____

Title Held By: _____

Signature: _____ Date: _____

CFR 200 (section 200.313 Equipment) requires that a physical inventory of equipment purchases with federal funds be taken and reconciled at least once every two years. Amherst College must comply with this circular for all processes involving federal grants.