

INSTRUCTIONS FOR PROPERTY CONTROL TRACKING LOG

Item
Number

1. Enter Grantee/Subrecipient Name.
2. Enter the project number
3. Enter the name of the primary contact person for property management
4. Enter the phone number for the primary contact person
5. Enter the Identification number of the property.
6. Enter the description of the property.
7. Enter the funding source, including grant #.
8. Enter the name of the person/entity who holds the legal title to the property.
9. Enter the date and cost of acquisition of the property.
10. Enter the % of the Federal Share of the cost of the property.
11. Enter the physical location of the property.
12. Enter a brief description of the use of the property.
13. Describe the condition of the property (at time of inventory or disposition)
14. Enter the date the property is transferred or disposed of.
15. Enter the date of inventory (complete inventory should be taken at least once each year)
16. The person taking the inventory should sign the form.

OCD/DRU PROPERTY CONTROL TRACKING

11-1