Property Closeout Inventory Certification Form
(Use this form when no longer funded with WIA Programs)

Subrecipient ________________________________

☐ I certify that:
  ☐ all equipment (per unit)
  ☐ all supplies (aggregate)

 currently in use has a fair market value of less than $5,000. We intend to retain, sell or 
dispose of these items at our discretion. Nothing will be reported to the state.

☐ I certify that:
  ☐ equipment (per unit)
  ☐ all supplies (aggregate)

 with a fair market value of greater than $5,000 will be used as long as needed on any 
federally sponsored program. Preference will be given to programs funded by the 
Employment Training Administration. A completed inventory form is attached.

☐ This GOVERNMENTAL AGENCY states:
  ☐ equipment (per unit)
  ☐ all supplies (aggregate)

 with a fair market value of greater than $5,000 will no longer be used in connection with 
other federally sponsored activity. We will RETAIN these items and reimburse the state the 
fair market value within 30 days. A completed inventory form is attached.

☐ This GOVERNMENTAL AGENCY states:
  ☐ equipment (per unit)
  ☐ all supplies (aggregate)

 with a fair market value of greater than $5,000 is/are no longer needed. We will SELL these 
items and deduct any actual and reasonable selling and handling expenses ($500 or 
10 percent, whichever is less). We will then forward the balance of funds as instructed in 
the closeout guide. Disposition is to be completed within 30 days of filing the final closeout 
reports. A completed inventory form is attached.

☐ This COMMUNITY BASED ORGANIZATION states:
  ☐ equipment (per unit)
  ☐ all supplies (aggregate)

 with a fair market value of greater than $5,000 will no longer be used in connection with 
other federally sponsored activity. We will RETAIN these items and reimburse the state the 
fair market value within 30 days. A completed inventory form is attached.

☐ This COMMUNITY BASED ORGANIZATION states:
  ☐ equipment (per unit)
  ☐ all supplies (aggregate)

 with a fair market value of greater than $5,000 is/are no longer needed. We will SELL these 
items and deduct any actual and reasonable selling and handling expenses ($500 or 
10 percent, whichever is less). We will reimburse the state the balance of funds or will 
request disposition instructions from the state. Disposition is to be completed within 30 
days of filing the final closeout reports. A completed inventory form is attached.

Subrecipient's Authorized Representative ________________________ Date __________

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