

**NEW YORK STATE EDUCATION DEPARTMENT  
ACCES-VR  
INDEPENDENT LIVING CENTERS  
EXHIBIT A - EQUIPMENT INVENTORY**

Center Name \_\_\_\_\_

Contract Number \_\_\_\_\_ Contract Period \_\_\_\_\_

An inventory of material and/or equipment other than incidentals and office supplies purchased with New York State ACCES-VR funds for the reporting year must be submitted with the 4th quarter/final contract payment voucher. Copy and attach additional sheets as needed.

As indicated in Appendix A-1 of the ILC/ACCES-VR contract under Property subsection A, the Contractor shall maintain and submit an inventory of all non-expendable assets purchased under the agreement. The term "non-expendable assets" refers to any and all property/equipment with a purchase price of \$1,000 or more that is expected to last over the life of the contract term. For additional guidance, please refer to the above referenced section of the Center's ACCES-VR contract.

Product Name \_\_\_\_\_

Date of Purchase \_\_\_\_\_ Cost \$ \_\_\_\_\_

Manufacturer's Serial Number \_\_\_\_\_

Model Number or Other Identification Number \_\_\_\_\_

Reason for Purchase \_\_\_\_\_

Location of the Equipment \_\_\_\_\_

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Product Name \_\_\_\_\_

Date of Purchase \_\_\_\_\_ Cost \$ \_\_\_\_\_

Manufacturer's Serial Number \_\_\_\_\_

Model Number or Other Identification Number \_\_\_\_\_

Reason for Purchase \_\_\_\_\_

Location of the Equipment \_\_\_\_\_

Prepared by \_\_\_\_\_ Date \_\_\_\_\_