MICHIGAN DEPARTMENT OF LABOR & ECONOMIC OPPORTUNITY | WORKFORCE DEVELOPMENT

NOTICE OF DISPOSAL – PERKINS POSTSECONDARY TAGGED EQUIPMENT

Institutions must notify Perkins Postsecondary within 60 days when equipment is no longer used, has been sold or traded in, or after a program is terminated. Consider the equipment threshold at the time of purchase ($5,000 or $10,000). Fill out and email this form to LEO-MICC@michigan.gov to fulfill reporting requirement. Indicate within the table on page 2 which of the three disposition type scenarios below applies to the given piece(s) of equipment. For compliance purposes, the institution should maintain a record of the disposition of equipment.

A. Equipment (with a current per-unit fair market value of less than $10,000.00) retained, sold, or otherwise disposed of with no further obligation to the awarding agency; or

B. Equipment (with a current per-unit fair market value of $10,000.00 or greater) donated to another federal award recipient with no further obligation to the awarding agency; or

C. Equipment (with a current per-unit fair market value of $10,000.00 or greater) sold with a resulting profit.*

In accordance with October 1, 2024, revisions to 2 CFR 200.1, Perkins Postsecondary defines equipment as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds $10,000 (increased from $5,000 beginning in program year 2025-2026).

** The pass-through entity may be entitled to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment. The subrecipient may retain $1,000 of the federal share to cover expenses associated with selling and handling of the equipment.*

Name of Educational Institution: _____

Contact Name: _____ Title _____

Phone: _____ Email: _____

Address: _____ City: _____ Zip: _____

Explain why the institution intends to dispose of the equipment:

Equipment Disposal Details

Description of Equipment (include Model & Serial No. if possible)	Purchase Price	Purchase Date	Current Market Value	Perkins Tag Number	Disposition Type (A, B or C)	Disposal Date

Authorized Administrator Name: _____ Title: _____

Authorized Administrator Signature: _____