



State of California
California Department of Food and Agriculture Office of Farm to Fork (CDFA-F2F)
CA Farm to School Incubator Grant Program

Equipment Inventory Record

Submit To:

Office of Farm to Fork, Farm to School Program
California Department of Food and Agriculture
cafarmtoschool@cdfa.ca.gov

Instructions:

- **Section 1:** Complete Section 1 upon purchasing a piece of equipment with grant funds. Submit this form (Section 1 only) to the CDFA Farm to School (F2S) Program when you either: (a) submit a reimbursement request for the equipment, or (b) submit advance payment expense documentation for the equipment.
- **Section 2:** Complete Section 2 at the end of the grant agreement term. Submit this form (Sections 1 & 2) to the CDFA F2S Program when you submit your final invoice.
- **Section 3:** Complete Section 3 *after* contacting the CDFA F2S Program for disposition of equipment.

SECTION 1: Complete this section upon purchasing a piece of equipment with grant funds.

RECIPIENT NAME (as it appears on grant agreement)		GRANT AGREEMENT NUMBER (assigned by CDFA)	
<input type="text"/>		<input type="text"/>	
MANUFACTURER and MODEL		SERIAL # or OTHER ID #	
<input type="text"/>		<input type="text"/>	
DESCRIPTION of ITEM			
<input type="text"/>			
LOCATION of EQUIPMENT		USE and CONDITION of EQUIPMENT	
<input type="text"/>		<input type="text"/>	
WHO HOLDS TITLE	ACQUISITION DATE	ACQUISITION COST	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

SECTION 2: Complete this section at the end of the grant agreement term.

FAIR MARKET VALUE of EQUIPMENT	DATE PREPARED
<input type="text"/>	<input type="text"/>
INTENDED PURPOSE OF EQUIPMENT AFTER GRANT PROJECT ENDS	
<input type="text"/>	

SECTION 3: Complete this section when disposing of equipment (*Contact the CDFA Farm to School Program PRIOR to disposition of equipment*).

DATE DISPOSED	HOW DISPOSED
<input type="text"/>	<input type="text"/>
VALUE at TIME of DISPOSITION	SALE PRICE (if sold)
<input type="text"/>	<input type="text"/>