★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Checklist for the Disposal of Grant Funded Assets

☐ Review the *"Procedure for the Disposal of Grant Funded Assets"* (**GREBook, Chapter 30, Attachment 30.4 #3**).

☐ Attach **"*Grant Asset Inventory Record"* (GREBook, Chapter 30, Attachment 30.4 #1**), if necessary to **"Report".** (A locality may use a separate form as long as all required information is present, and accompanied by a signed, original "*Grant Asset Inventory Record"* that states, "See attached..")

☐ Complete *"Surplus and Disposal Report for Grant Funded Assets* (**GREBook, Chapter 30, Attachment 30.4 #2), i.e. "Report"**.

☐ Submit **Report** to ELECT Business Manager or Designee via scan and e-mail (preferable) to **Fiscal@ELECTIONS.Virginia.gov** or by fax at: **(804) 786-1484.**

☐ Receive approved **"Report"** from ELECT Business Manager or Designee to dispose of equipment.

☐ Ensure physical security of I.T. grant funded asset to be disposed.

☐ Ensure that the I.T. grant funded asset is cleaned of all personal or confidential data.

Choose Method of Disposal:

☐ - Use the asset or IT piece of equipment for other activities by a federal agency.

☐ - Trade in or sell the properly and use the proceeds to offset cost of a replacement.

☐ - When an asset has a fair market value of *less than $5,000*, there is no further obligation to ELECT, except to fill out the **"Report"** and submit **"Report"** to ELECT for approval.

☐ - You must be aware that Federal Regulations require that when asset has a fair market value equal to or greater than $5,000, the ELECT may have a right to the proceeds from the sale, dependent upon the percentage of value provided at the initial purchase. For example, if the ELECT provided 90% of funding for the asset, ELECT shall have a right to 90% of proceeds from the sale. **Note**: ELECT does not necessarily intend to demand or require the proceeds from the sale of the asset. It is the policy of ELECT to allow for use of funds for replacement or additional funding for the HAVA program. The **"Report"** must be submitted for approval.

☐ Properly dispose of assets.

☐ Update your locality Asset Management and Disposal Records.