



FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

Exhibit B - Property Reporting Form

DEP Agreement Number: \_\_\_\_\_

Please select an option regarding the Equipment Purchase:      Purchases Direct & Retained      Purchases Direct & Returned      Purchases made by Subcontractors

GRANTEE: In order to comply with applicable state and/or federal regulations, list non-expendable equipment/personal property costing \$5,000 or more purchased directly or indirectly under the above Agreement. Complete: 1) a description of the property, 2) the serial number or other identification number, 3) the source, 4) who holds title/ownership, 5) purchase date, 6) cost, 7) DEP’s percent share of that cost, 8) location/address of the property, 9) use and condition, 10) any ultimate disposition data, including date of disposal and sale price.

| Description | Serial No./ ID No. | Source | Owner | Purchase Date | Cost | % Charged to DEP Grant | Location | Use and Condition | Disposition |
|-------------|--------------------|--------|-------|---------------|------|------------------------|----------|-------------------|-------------|
|             |                    |        |       |               |      |                        |          |                   |             |
|             |                    |        |       |               |      |                        |          |                   |             |
|             |                    |        |       |               |      |                        |          |                   |             |
|             |                    |        |       |               |      |                        |          |                   |             |
|             |                    |        |       |               |      |                        |          |                   |             |

Grantee: \_\_\_\_\_ Date: \_\_\_\_\_ Grantee Grant Manager: \_\_\_\_\_ Date: \_\_\_\_\_

BELOW IS FOR DEP USE ONLY

DEP GRANT MANAGER: Send invoices supporting the cost of the items to Finance and Accounting for the processing of the Grantee’s invoice for payment. Maintain a copy of the invoices supporting the cost of each item identified above in your grant agreement file. Refer to DEP Directive 320 for Property Guidelines.

DEP Grant Manager: \_\_\_\_\_ Date: \_\_\_\_\_