



## 21<sup>st</sup> CCLC CLOSEOUT CHECKLIST – COHORT 17



Name of Subgrantee: \_\_\_\_\_

This checklist is designed to help TAs ensure they have checked all the documentation required to complete subgrantee closeout.

YES	NO	N/A	<b>Brief Description of Required Documentation</b>
			Closeout form complete and submitted to ALSDE? Date _____
			<ul style="list-style-type: none"> <li>- Have all items been completed?</li> <li>- If applicable, what items are not completed and still need to be verified?</li> <li>- _____ Date _____</li> <li>- _____ Date _____</li> <li>- _____ Date _____</li> <li>- _____</li> </ul>
			Inventory Forms Include the following items:
			● Description of Equipment – For example, Chromebook, Printer, etc.
			● Serial Number or Model Number
			● Purchase order number or model number
			● Purchase Order Date
			● Quantity – See Instructions – This is tricky. If they put 4 iPads, they must put each serial number, so it would be better to list them separately.
			● Cost per item
			● Total Cost
			● Location of Equipment at Each School/Site: Where in the school or the site is this piece of equipment located? (Library, 21 <sup>st</sup> CCLC Room, etc.) Do not just list the name of the school, a teacher’s name, or the site.
			● Condition of Equipment (Good or Not Good)
			● Disposal Date (if applicable)
			● Disposal Method: Identify how equipment was disposed of (if applicable).
			- Lost Items: Should include copy of police report
			- Stolen Items: Should include copy of police report
			At least 4 different types of equipment have been provided (in person or virtually) for verification (items are on inventory, labeled 21 <sup>st</sup> CCLC, etc.)
			Copies of purchase orders and paid invoices have been provided for all equipment and attached to inventory forms.
			A brief narrative describing the subgrantee’s equipment disposal procedures and loss and prevention processes has been provided.
			Copy of Equipment Transfer Form provided (if applicable)
<p><b>Complete an Accurate Inventory List:</b> <i>If any of the above items are not listed on the inventory form, the inventory is considered incomplete.</i></p> <ul style="list-style-type: none"> <li>- If there are multiple sites, inventory forms should be kept for each site.</li> </ul>			

- Inventory forms should be separated by years, with a separate form for each year of your grant.
- Purchase Orders: copies of purchase orders of purchased equipment to match the inventory.
- Paid Invoices: copies of paid invoices of purchased equipment to match the inventory.

\_\_\_\_\_  
Signature of TA Specialist

\_\_\_\_\_  
Date