21st 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	Brief Description of Required Documentation
			Closeout form complete and submitted to ALSDE? Date_____
			– Have all items been completed? – If applicable, what items are not completed and still need to be verified? – _____Date_____ – _____Date_____ – _____ Date_____ –
			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, 21st 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 21st 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)
Complete an Accurate Inventory List: *If any of the above items are not listed on the inventory form, the inventory is considered incomplete.* – If there are multiple sites, inventory forms should be kept for each site.			

- 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