



**Procedures for Tagging and Mapping  
Office of Title I and Grants Assistance**

**Purpose of Tagging and Mapping:**

**To assure compliance with applicable Federal regulations  
pertaining to equipment purchased with Federal Title I, A grant  
funds.**

**Manager of Title I Grant \_\_\_\_\_**

**Keeper of Tagging and Mapping Records \_\_\_\_\_**

**Records may be found at \_\_\_\_\_**

Tagging and Mapping Procedures  
Office of Title I and Grants Assistance

Procedures for Schools Managers of Title I funded Equipment

*Physical Inventory*

- Title I grant manager or designee will tag and map equipment purchased with Title I funds in excess of \$1,000 upon physical acquisition of such equipment
- Equipment will be engraved using the stem BCPS-Title I-School Number-1,2,3.....
- This label will be used as the “Title I Tag”
- Title I grant manager or a designee will identify the central location in which equipment will be stored and indicate on the inventory log
- Title I grant manager or designee will update inventory as equipment is moved, disposed of, or donated to reflect such changes
- Title I grant manager or designee will ensure the following information is maintained
  - Date of acquisition
  - Item description
  - Serial # or ID #
  - Cost
  - Location
  - Title I Tag
  - Title holder (School name)
  - School Title I designation—School-wide or targeted assistance
  - Use
  - Condition
  - Date of Disposal- (when applicable)
  - Donation to other Title I school (name)
- Title I grant manager or designee will maintain the above mentioned record on the official “*Title I School Inventory Form*”
- Title I grant manager or designee will conduct a physical audit every two years beginning in August 2005 and occurring every two years thereafter.
- Title I grant manager or designee will ensure this inventory is submitted to the Title I office by the end of October of the inventory year
- Title I grant manager or designee will ensure that inventory logs are submitted to the Title I office by way of fiscal assistant or compliance specialist on a yearly basis

*Control System*

- Title I grant manager or designee will ensure equipment is maintained in a secure environment by identifying areas for storage that may lock or areas that are accessible to regular supervision

- If the Title I grant manager or designee decides to store equipment in a locked room, records are maintained (on the “Title I School Inventory Log”) that identify persons with access to ensure maximal availability by staff and students
- Title I grant manager or designee will investigate any theft, loss, or damage that may occur and submit this information to the assigned fiscal assistant or compliance specialist on a yearly basis

#### *Equipment Maintenance*

- Title I grant manager or designee will ensure conditions outlined in equipment warranty and/or maintenance agreement are adhered to
- Title I grant manager or designee will ensure equipment are kept in good working condition

#### *Disposal of Equipment*

- Title I grant manager or designee will ensure records of disposed equipment are kept on the “*Title I School Inventory Form*”
- If equipment is donated, Title I grant manager or designee will ensure those materials are donated to another **Title I School** and update school records accordingly