

RECORDING SPECIAL GRANT FUNDED PROPERTY
(February 2016)

2835

PROPERTY PURCHASED WITH GRANT FUNDS
(February 2016)

2835.1

CAL FIRE offices with property acquired through grant funds should contact the issuing agency to comply with its method of accountability in tracking the grant purchased property. CAL FIRE management must ensure that any grant-acquired property is properly tagged and accountable so that any inventory or audits conducted will be performed accurately and consistently within CAL FIRE offices and in accordance with the funding agency's policies.

- The grant purchased property must be tagged immediately upon receipt with a CAL FIRE property decal tag as stated in Section 2833 of this handbook, Property must be recorded in an internal Inventory Tracking System as grant purchased.
- Property must be recorded in an internal Inventory Tracking System as stated in Section 2830.2 of this handbook. It is important that the Grant Project Title and the Grant Agreement number be noted in the internal Inventory Tracking System for tracking the location and/or assignment of the property.
- The Grant Administrator should keep a listing of property that was purchased under the grant for tagging, tracking, accountability, and audit purposes.

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