

Charter School Program Grant Inventory Guidance

Tagging Threshold
Threshold for tagging an item: According to federal guidelines, any individual item that costs \$5,000 or above is required to be tagged and recorded in an inventory list.
Technology Device Inventory Best Practices.
<p>It is recommended (but not required) that LEAs tag “small and attractive” or “easily stolen” items that fall below the equipment threshold, such as tablets, laptops, cameras, etc. The tag should consist of a physical label with an inventory number, funding source, and name of the entity that holds title to the property. This would be an effective mechanism for demonstrating proper recordkeeping when monitors or auditors conduct onsite visits.</p> <p>However, some type of option must be utilized to ensure safeguarding if tagging and inventorying easily walkable items do not occur. Other options to safeguard computing devices include: sign in/ sign out sheets for devices; maintaining devices in a secured (locked) location when not in use; adding technology safeguards, such as tracking the device location via GPS and enabling external controls over the device that limit functionality, review use, and/or access stored data.</p> <p>If these supplies are not properly safeguarded and regularly are lost or stolen, then IDOE will call into question whether the items met the reasonable and necessary test since the LEA will go without the items for a considerable period of time unless replacements are purchased. This means that the safeguarding of items ensures that purchasing the items is considered allowable.</p>

Example Tag

