

NASSAU COUNTY YOUTH BOARD EQUIPMENT PURCHASE REQUEST

Agency Name: _____ Program #: _____

Program Name: _____

_____ YDDP _____ SDPP _____ RUNAWAY _____ FEDERAL _____ OTHER _____
source

Please note that equipment is defined as any item that has a useful life of two (2) years or more **and** a unit cost of \$500.00 or more. *An item may be inventoried at the discretion of the Youth Board.*

Name of Equipment & Description:

Program Purpose of Equipment Purchase: _____

Cost: _____ Model: _____ Manufacturer: _____

- a. When item per unit cost is between \$2,500 and \$5,000 attach three(3) verbal quotes.
- b. When item per unit cost is over \$5,000 attach five(5) written bids.

Is proposed purchase a used equipment item? Yes _____ No _____

Does item above involve a trade in? Yes _____ No _____
(If yes, answer a, b,c)

a. Equipment being traded in: _____

b. Y.B. Inventory #: _____ c. Trade-in value: _____

Approved for Agency: _____ Date: _____

***** FOR YOUTH BOARD USE ONLY *****

Program Manager: _____ Date: _____

OFM AUDITOR: _____ Date: _____

Logged Out: _____ Copy Sent to Agency: _____

**NASSAU COUNTY YOUTH BOARD
EQUIPMENT DISPOSAL APPROVAL**

AGENCY NAME: _____ Program #: _____

PROGRAM NAME: _____

____ YDDP ____ SDPP ____ RUNAWAY ____ FEDERAL ____ OTHER _____
source

Y.B. Inventory #: _____

Name of Equipment & Description:

Reason for Requesting Equipment Disposal _____

Manner of Disposal: _____

Approved for Agency: _____ Date: _____

******FOR YOUTH BOARD USE ONLY******

DISPOSAL/TRANSFER

Youth Board Program Manager: _____ Date: _____

(Check one) Disposal: ____ Transfer: ____ Agency: _____

OFM AUDITOR: _____ Date: _____

Logged Out: _____ Copy Sent to Agency: _____