**Kentucky Department of Education**

**Nita M. Lowey 21st Century Community Learning Program**

# **Program Inventory list**

21st CCLC Grantees are required to maintain a Program Inventory List including a description of equipment, quantity, serial number, source of funding, acquisition date, cost, location of equipment, and closeout transfer location. Items must be tagged/labeled 21st CCLC to identify program ownership. Consumables do not have to be listed. Grantees may submit their inventory list in any format they choose (excel, word, etc.) if all categories are covered.

**This document must be submitted to your KDE consultant on or before October 15 of each grant year.**

**Region 1 and 2:** [Tammy Cash](mailto:tammy.cash@education.ky.gov) **/ Regions 3 and 5:** [Leslie Spears](mailto:Leslie.Spears@education.ky.gov) **/ Regions 4, 6 and 7:** [Glenna Cummins](mailto:Glenna.cummins@education.ky.gov)

**(FOR KDE USE ONLY) kde consultant / Date of Approval:**

**Date Submitted:** Click or tap to enter a date.

**Grant Cycle:** Click here to enter text.

**Grant Type:** Choose an item.

**Fiscal Agent:** Click here to enter text.

**Co-applicant:** Click here to enter text.

**School(s) Served:** Click here to enter text.

**Physical Address:** Click here to enter text.

**district:** Click here to enter text.

**Site Coordinator:** Click here to enter text.

**Program Director:** Click here to enter text.

**# OF REGULAR ATTENDEES:** Click here to enter text.

**# OF DAILY ATTENDEES:** Click here to enter text.

**Staff Member Submitting Report:** Click here to enter text.

**E-mail/Phone:** Click here to enter text.

| **Description of Equipment** | **Quantity** | **Serial Number** | **Source of Funding** | **Acquisition Date** | **Cost** | **Location of Equipment** | **Closeout Transfer Location** |
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\*Please use the inventory form as many times as you need to complete the program’s inventory.