



State of Tennessee
Department of Education
Division of Special Education

Equipment and Inventory

Definition of Equipment

Every local educational agency (LEA) should have an approved definition of *equipment*. If there is none, the state of Tennessee definition of *equipment* applies as follows: *equipment* is “all items (machinery, implements, tools, furniture, livestock, vehicles, and other apparatus) with a unit cost of \$5,000.00 or more and a minimum useful life expectancy of three years. (Please note that the definition in EDGAR includes a useful life expectancy of one year or more—because this is more restrictive we must use the definition from EDGAR.) Freight charges and installation cost should be included as cost of equipment.

Sensitive minor equipment is defined as “items purchased with a cost between \$100.00 and \$5,000.00.”

It includes sensitive items such as computers, external computer peripherals, ~~weapons, etc.~~, as determined by the State Personal Property Section.

camera bodies, lens,
fax machines, televisions,
videocameras

The LEA may decide to adhere to a definition for equipment that is more restrictive than this definition, but it cannot be less restrictive.

The LEA must use the same definition for all equipment including, but not limited to, equipment used by nonpublic schools. The LEA cannot apply a more stringent standard for federal programs.

Guidelines for Equipment

Purchasing—Within the LEA Comprehensive Application, LEAs will budget in the equipment line item sufficient funds for planned purchases of any items to be considered to be equipment by the above definitions (or the LEA definition if it is more restrictive). The LEA will maintain all supporting documentation: inventory records, purchase orders, receipts, and vendor contracts.

For equipment purchases not originally included in the LEA Comprehensive Application, prior written approval by the Assistant Commissioner of Special Education is required for purchases of those items of equipment that have a unit cost of \$5,000 or more. Please submit this approval request through an amendment or addendum to your Management Consultant who will review the request prior to forwarding it to the Director of Program Management Services.

All purchases must be made in compliance with policies and statutes governing the LEA.

Allowable Equipment--The LEA is responsible for assuring that only allowable equipment is purchased. If in doubt, please call or submit a list of proposed purchases to the IDEA Management Consultant serving your district for discussion. However, prior approval in writing is required for items costing \$5,000 or more.

An LEA may purchase or lease equipment with IDEA funds if 1) it is reasonable and necessary to operate its federal program effectively, 2) existing equipment will not be sufficient and (3) the costs are reasonable.