



Southern Indiana Education Center

1102 Tree Lane Drive, Jasper, IN 47546

812.482.6641

Transfer of Ownership & Inventory Process for EANS Purchases *GEER II (EANS I 2020-2023)*

This notice will serve as guidance for and documentation of the Transfer of Ownership and Inventory Process for EANS purchases made by Indiana Nonpublic Schools.

Transfer of Ownership

Signatures below acknowledge that ownership of property purchased through EANS I will transfer to Southern Indiana Education Center and will remain as such through the grant cycle. At that time further guidance regarding the disposition of said property will be determined by the Indiana Department of Education. This transfer includes a commitment by both parties to ensure all property is diligently and properly inventoried and safe guarded per the Inventory Process requirements below. SIEC is not responsible for replacement or repair of any items recorded within these inventory documents, so all schools holding property might consider high quality cases for devices, property damage insurance and/or any other safe-guarding measures.

Name of School (Property Holder): _____

Printed Name of Administrator: _____

Signature of Administrator: _____

Email: _____ Date of Signature: _____

Phone: _____ Nonpublic School Code: _____

Receiver of Inventory: Southern Indiana Education Center

Signature of Executive Director: 

Date: April 20, 2021

Inventory Procedures

Upon receiving the submission of the above signed MOU and a copy of your most recently approved budget(s), you will receive a template upon which to document your inventory, for past purchases and purchases along the way.

Please ensure the following:

- Past Budget & Future Budget Excel Files attached to your IDOE EANS Application are:
 - The final, approved versions of each file (or amended, as needed)
 - Organized, neat, and understandable:
 - See [Past Budget Example](#) and [Future Budget Example](#) for clarity
 - IDOE Examples can either be removed or should be the only highlighted grey with white font. The nonpublic budget should be in black font, no highlight or fill.
 - Ensure funding amounts are exact, with proper decimal places (two)
- On template provided, document device and other equipment and supplies by recording description (including make and model), serial number, source of purchase, acquisition date and cost as requested. The number of serial numbers must reflect the number of items purchased.
 - Individual Items over \$5000 must be tagged & inventoried, certain items under \$5000 will need to be inventoried with safeguards.
- Tag all items. Tags should consist of a physical label with inventory number, funding source (EANS), and name of entity that holds the title of property (Southern IN Education Center)
- Within several months of this transaction, you will be required *either virtually or onsite* to verify a handful of equipment items to show that the items are tagged properly and that the serial numbers match the record you have submitted.
- Ensure any other safeguarding measures when appropriate. Indicate these measures in the appropriate place in the file as well.

Receipt of ownership of all inventoriable items by the Southern IN Education Center (SIEC) in support of the IDOE and EANS program, including reimbursable items, was approved by the SIEC Executive Board on May 5, 2021.

Return Page 1 Fully Completed to eans@siec.k12.in.us