Appendix 43 • EQUIPMENT / PROPERTY

Equipment/Property with per unit cost of \$5,000 or more, **all computing devices regardless of cost** (including but not limited to, workstations, servers, laptops, personal digital assistants, notebook computers, tablets, smartphones, and cellphones), and all portable electronic storage media regardless of cost (including but not limited to, thumb/flash drives and portable hard drives) requires justification and approval from CDA and must be included in its approved MSSP budget. See Chapter 10 for more information.

<u>CDA 9023-Property Acquisition Form</u> should be used when requesting to purchase equipment. <u>Instructions for Completing CDA 9023</u> are also available on the CDA website.

STATE OF CALIFORNIA CALIFORNIA DEPARTMENT OF AGING PROPERTY ACQUISITION FORM CDA 9023 (REV 02/2021)

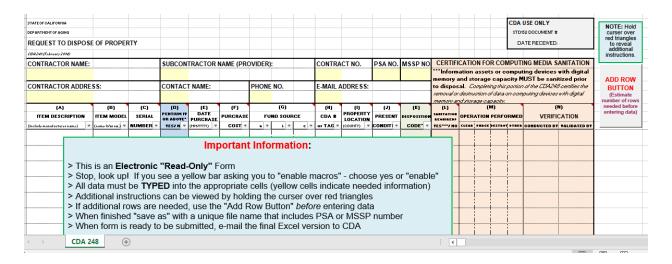


: Fisca	l Year:	Cont	ract No:	-	- 0	Submission Date:		
		·						
Item Description	Item Model	Serial Number	Date Purchased	Cost	Primary Fund Source	Location	CDA Tag #	
FOR STATE USE ONLY								
Program Fiscal Section				Business Management Branch				
☐ Budget Confirmed ☐ Not Applicable < \$5,000.00				☐ Added to Inventory				
Program Fiscal Team Analyst Signature and Date:				BMB Team Analyst Signature and Date:				

The <u>Program Property Certification form (CDA 9024)</u> must be submitted to CDA on an annual basis upon the close of each Fiscal Year. Timelines for submission will be listed on the **Reporting Due Dates** form that is provided to sites each year.

November 2021 MSSP 43 - 1

CDA 248-Request to Dispose of Property Form should be used when you preparing to dispose of property. This form can be found on the CDA website under forms or requested by contacting MSSP.



If you have any equipment questions please contact MSSP and we can work with Business Management Bureau to process any equipment processes.

November 2021 MSSP 43 - 2