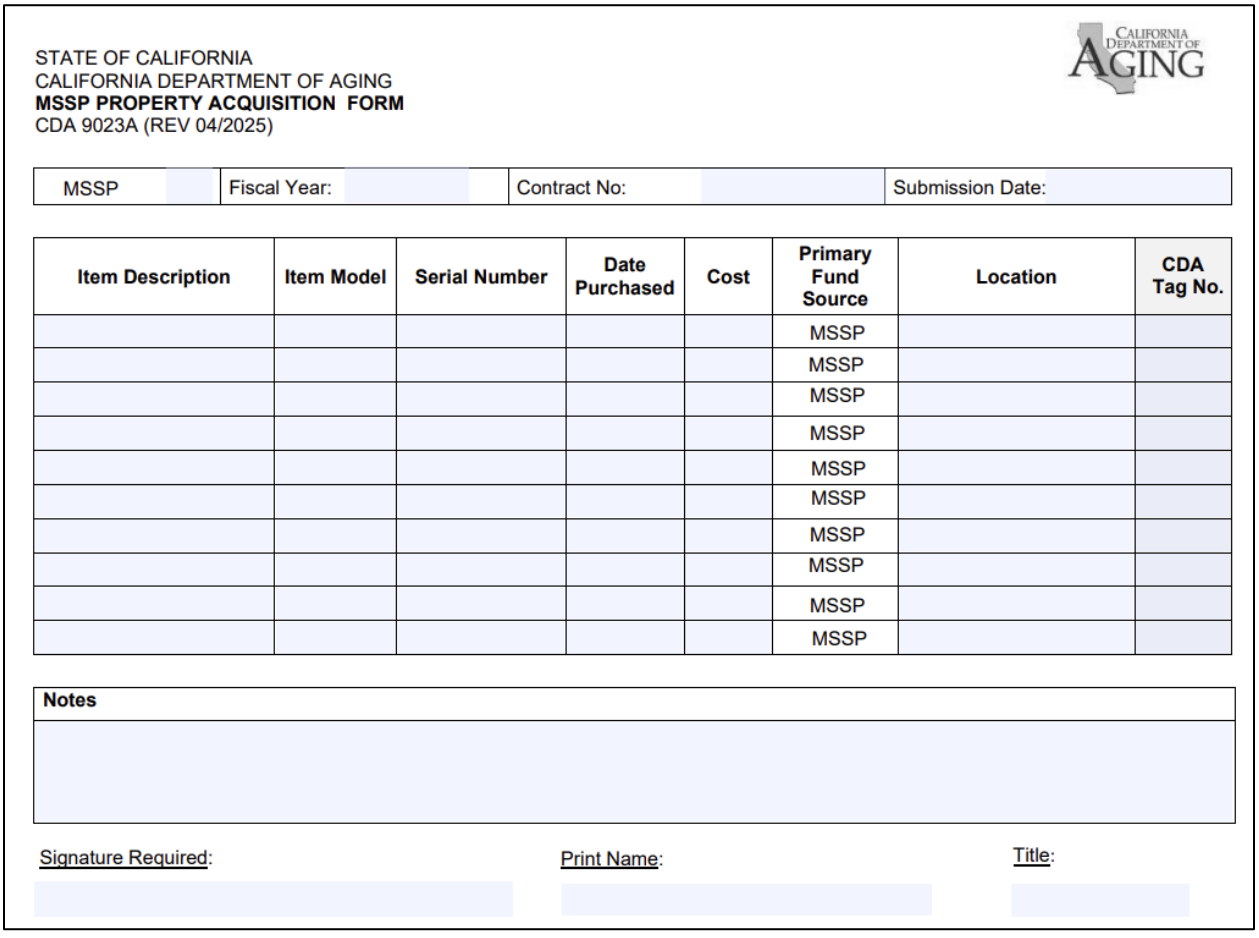
Appendix 46 ▪ Equipment / Property

Equipment/Property purchased with MSSP Waiver funds 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.

CDA 9023A-Property Acquisition Form should be used when requesting to purchase equipment.



STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF AGING
MSSP PROPERTY ACQUISITION FORM
CDA 9023A (REV 04/2025)

MSSP	Fiscal Year:	Contract No:	Submission Date:

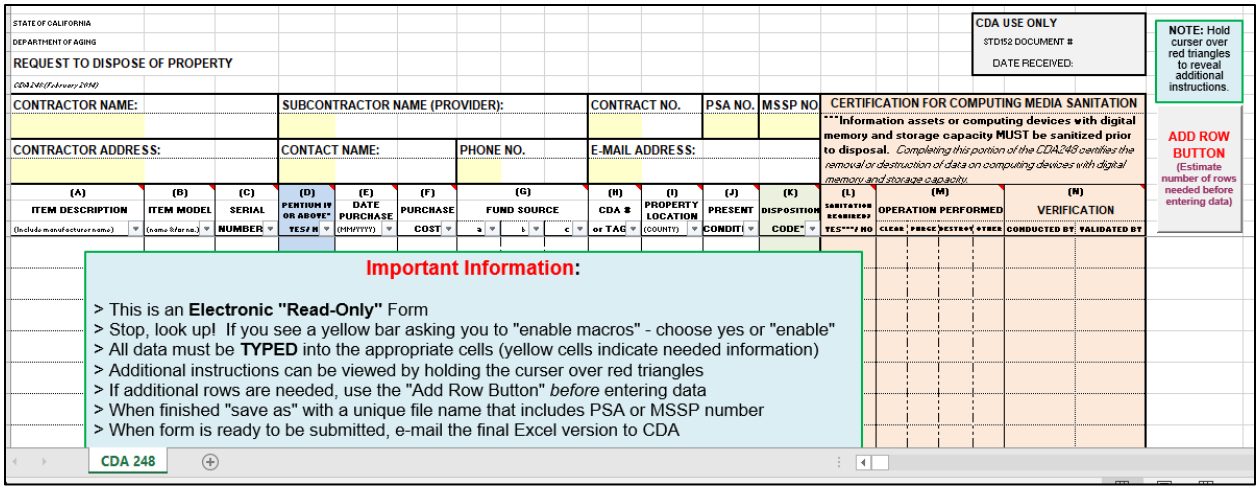
Item Description	Item Model	Serial Number	Date Purchased	Cost	Primary Fund Source	Location	CDA Tag No.
					MSSP		
					MSSP		
					MSSP		
					MSSP		
					MSSP		
					MSSP		
					MSSP		
					MSSP		
					MSSP		
					MSSP		

Notes

Signature Required: Print Name: Title:

The Program Property Certification form (CDA 9024) 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.

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.


STATE OF CALIFORNIA
DEPARTMENT OF AGING
REQUEST TO DISPOSE OF PROPERTY
CDA 248 (February 2016)

CDA USE ONLY
STD152 DOCUMENT #
DATE RECEIVED:

NOTE: Hold curser over red triangles to reveal additional instructions.

ADD ROW BUTTON (Estimate number of rows needed before entering data)

CONTRACTOR NAME:	SUBCONTRACTOR NAME (PROVIDER):		CONTRACT NO.	PSA NO.	MSSP NO	CERTIFICATION FOR COMPUTING MEDIA SANITATION
CONTRACTOR ADDRESS:	CONTACT NAME:	PHONE NO.	E-MAIL ADDRESS:			***Information assets or computing devices with digital memory and storage capacity MUST be sanitized prior to disposal. *Completing this portion of the CDA 248 certifies the removal or destruction of data on computing devices with digital memory and storage capacity.*

(A) ITEM DESCRIPTION	(B) ITEM MODEL	(C) SERIAL	(D) PENTIUM IV OR ABOVE*	(E) DATE PURCHASE	(F) PURCHASE	(G) FUND SOURCE			(H) CDA #	(I) PROPERTY LOCATION	(J) PRESENT	(K) DISPOSITION	(L)	(M) OPERATION PERFORMED				(N) VERIFICATION	
(Include manufacturer name)	(name & brand)	NUMBER	YES**	(MM/YYYY)	COST	a	b	c	or TAG	(COUNTY)	CONDIT	CODE**	SANITATION REQUIRED? YES***/ NO	CLEAR	PURGE	DESTROY	OTHER	CONDUCTED BY	VALIDATED BY

Important Information:

> This is an **Electronic "Read-Only"** Form
> Stop, look up! If you see a yellow bar asking you to "enable macros" - choose yes or "enable"
> All data must be **TYPED** into the appropriate cells (yellow cells indicate needed information)
> Additional instructions can be viewed by holding the curser over red triangles
> If additional rows are needed, use the "Add Row Button" *before* entering data
> When finished "save as" with a unique file name that includes PSA or MSSP number
> When form is ready to be submitted, e-mail the final Excel version to CDA

CDA 248

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