

Tangible Personal Property Report and Attachments  
(Click on links for reports and instructions)

[SF-428](#), Tangible Personal Property Report (Cover Page)

- This is a standard form for awarding agencies to collect information on tangible personal property (equipment and supplies) when required by a federal financial assistance award. The form consists of the cover sheet (SF-428) and three attachments to be used as required: Annual Report, SF428-A; Final (Award Closeout) Report, SF-428-B; and a Disposition Request/Report, SF-428-C. A Supplemental Sheet, SF-428S, may be used to provide details on individual items.

[SF-428-A](#), Annual Report

- Recipients of federal financial assistance must use this form to provide annual inventory listings of federally owned property.
- Recipients must report federally owned property in their custody as of the date in Block 2 of Attachment A, including federally owned items they have provided to their subrecipients or contractors. The report must list all items of federally owned property, regardless of dollar value, furnished by the federal awarding agency for use under an assistance award.

[SF-428-B](#), Final Report Form and Instructions

- Award recipients must use this form to provide a final property report for closeout of federal assistance awards. The attachment allows recipients to request specific disposition of federally owned property and acquired equipment. The attachment also provides a means for calculating and transmitting appropriate compensation to the awarding agency for residual unused supplies.
- Requirements for final reporting are based on individual award provisions and the type of property. Generally, at the end of a federal assistance award, recipients are required to
  - A. submit a report of federally owned property;
  - B. provide a listing of equipment items, with an acquisition cost of \$5,000 or more, when the awarding agency has reserved the right to transfer title to the equipment to the federal government or a third party; and
  - C. compensate the awarding agency for residual unused supplies with a total aggregate fair market value greater than \$5,000 that are not needed for any other federally sponsored programs or projects.

#### SF-428-C, Disposition Request or Report

- Recipients must use this report to request disposition instructions or to report the disposition of federally owned property or acquired equipment under federal assistance awards at any time other than award closeout (i.e., during the award period or after closeout as long as the federal government retains an interest in the item).
- Recipients who receive federally owned property for use under federal assistance awards are required to request disposition instructions from the awarding agency when that property is no longer needed for the authorized purpose. Recipients may be required to request disposition instructions for equipment acquired with award funds (acquired equipment) when an item is no longer needed for use on federally sponsored activities. Recipients may also be required to provide compensation to the awarding agency when acquired equipment is sold or retained for use on activities not sponsored by the federal government. This attachment is intended to assist recipients in providing appropriate information to the awarding agency. Note: If the federal awarding agency has exercised statutory authority to vest title to acquired equipment in the recipient with no further obligation to the federal government, the recipient is not required to request disposition instructions or to report disposition (i.e., sale or retention for non-federal use) of those items of equipment.

#### SF-428S, Supplemental Sheet and Instructions

- This is a standard form for recipients to provide detailed individual item information in connection with required reports of tangible personal property under federal assistance awards.

**Federal Grant or Other Identifying Number Assigned by Federal Agency.** Enter the federal grant, cooperative agreement, or other financial assistance award instrument number or other identifying number assigned to the federal financial assistance award. If the Supplemental Sheet is submitted in connection with a Consolidated Annual Report Attachment, leave blank and enter individual award numbers in Column (a) for each item.

**Report Type.** Indicate the type of report attachment for which the individual item information is being provided.