

**Federally Funded  
SUBAWARD PROPERTY ASSESSMENT**

UM Subaward Number \_\_\_\_\_

Sponsor Name \_\_\_\_\_

Prime Award Number \_\_\_\_\_

	Yes	No	Description/Comments
Have you or do you intend to purchase "capitalized equipment" (individual item greater than \$5000 per item with a useful life of one or more years) during the course of this project?			
Do you have a government approved property system?			
Is the government property or equipment tagged and properly identified?			
Are there any substantial changes in the property management system?			
Are there any substantial changes in the current written policies and procedures since the last property review?			
Is the government property properly being used, safeguarded, and maintained?			
Has a physical inventory been performed in the past year?			
Are the annual property reports submitted in a timely manner?			
Is the government property closed out in a timely manner			
Is the disposition of government property requested in a timely manner?			
Are there any Loss, Damage, Destruction or Theft (LDD&T) Reports submitted in the past year?			

**Property Control Administrative Contact:**

Authorized Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Return this completed form to:**

Gertrude Logan

Property Control Manager

University of Maryland, College Park

Email: glogan@umd.edu

Phone: (301)-405-4904