

Nevada LSTA Procurement Worksheet

PROCUREMENT: THE ACQUISITION OF TANGIBLE PROPERTY, INFORMATION TECHNOLOGY SYSTEMS, AND EQUIPMENT OVER \$5,000 (SEE 2 CFR 200.310-200.326). COMPLETE THE NUMBERED AND LETTERED SECTIONS AND SUBMIT WITH THE FINAL EVALUATION

Procurement *The purchasing of facilities, equipment/supplies, hardware/software, or other materials that are not content related, but support library infrastructure.*

Example; specialized scanners, data preservation software, conference name badges.

- **Note:** 2 CFR part 200 covers property and procurement standards (see 2 CFR sections 200.310 through 326) If more units were acquired than used, the excess should generally not be charged to the LSTA award nor to the Match, or should be handled in accordance with 2 CFR part 200 and applicable law. If such excess units are supplies, they should be disposed of in accordance with the applicable grant requirements (e.g. 2 CFR.314)

1. Procurement Summary (please be concise, 160 words or less)

2. Format –n/a, go to question 3

3. Procurement Outputs

- a. Number of equipment items acquired
- b. Number of equipment items used
- c. Number of hardware items acquired
- d. Number of hardware items used
- e. Number of software items acquired
- f. Number of software items used
- g. Number of materials/supplies acquired
- h. Number of materials/supplies used