

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Federal and State Education Programs

ATTACHMENT A

Instructions for Completing Red Equipment Labels

1. Complete a label for each item of equipment purchased with categorical funds.
2. This label must be affixed to the equipment item.
3. The following is an explanation of the informational items:

Funding Source: Indicate the funding source used to purchase the item of equipment.

School: Indicate the name of the school.

Purchase Date and Delivery Date: Record the dates the equipment was purchased and delivered to the school.

Serial Number: Ensure the accuracy of the serial number recorded on the label. The serial number is vital for identifying lost or stolen property. For equipment with no serial numbers, please assign a unique identification number per each piece of equipment.

Salvage Date: Record the date the equipment was salvaged.

**Sample of Completed Equipment Label**

<b>LOS ANGELES UNIFIED SCHOOL DISTRICT</b>			
<b>PROPERTY OF FEDERALLY FUNDED PROGRAMS</b>			
<input type="checkbox"/> PERKINS	<input type="checkbox"/> SIG	<input checked="" type="checkbox"/> TITLE I	<input type="checkbox"/> OTHER
SCHOOL FANTASTIC SCHOOL			
PURCHASE DATE 1/8/2014		DELIVERY DATE 1/29/2014	
SERIAL NO. 622494		SALVAGE DATE	