

Appendix 43 ■ EQUIPMENT / PROPERTY

Equipment/Property 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 9023-Property Acquisition Form](#) should be used when requesting to purchase equipment. [Instructions for Completing CDA 9023](#) are also available on the CDA website.

STATE OF CALIFORNIA
 CALIFORNIA DEPARTMENT OF AGING
PROPERTY ACQUISITION FORM
 CDA 9023 (REV 02/2021)



:	Fiscal Year:	Contract No: - - 0	Submission Date:
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Item Description	Item Model	Serial Number	Date Purchased	Cost	Primary Fund Source	Location	CDA Tag #

FOR STATE USE ONLY	
<u>Program Fiscal Section</u> <input type="checkbox"/> Budget Confirmed <input type="checkbox"/> Not Applicable < \$5,000.00	<u>Business Management Branch</u> <input type="checkbox"/> Added to Inventory
Program Fiscal Team Analyst Signature and Date:	BMB Team Analyst Signature and Date:

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													CDA USE ONLY		NOTE: Hold cursor over red triangles to reveal additional instructions.				
DEPARTMENT OF AGING													STD152 DOCUMENT #						
REQUEST TO DISPOSE OF PROPERTY													DATE RECEIVED:		ADD ROW BUTTON (Estimate number of rows needed before entering data)				
CDA 248 (February 2010)																			
CONTRACTOR NAME:			SUBCONTRACTOR NAME (PROVIDER):				CONTRACT NO.		PSA NO.	MSSP NO.		CERTIFICATION FOR COMPUTING MEDIA SANITIZATION *** 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.							
CONTRACTOR ADDRESS:			CONTACT NAME:		PHONE NO.		E-MAIL ADDRESS:												
(A)	(B)	(C)	(D)	(E)	(F)	(G)		(H)	(I)	(J)	(K)	(L)	(M)						
ITEM DESCRIPTION	ITEM MODEL	SERIAL	PURCHASE OR ABOVE?	DATE PURCHASE	PURCHASE COST	FUND SOURCE		CDA #	PROPERTY LOCATION	PRESENT	DISPOSITION	SANITIZATION	OPERATION PERFORMED						
<small>(Include manufacturer name)</small>	<small>(Same as item #)</small>	NUMBER	YES/NO	DDMMYYYY	COST	a	b	c	or TAG	(COUNTY)	CONDIT	CODE	YES/NO	CLEAR	PRICE	DESTROY	OTHER	CONDUCTED BY	VALIDATED BY
Important Information:																			
<ul style="list-style-type: none"> > 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 cursor over red triangles > If additional rows are needed, use the "Add Row Button" <i>before</i> 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.