

Instructions for Completing CDA 7025

The ADRC Property Acquisitions Form (CDA 7025) allows the Contractor to report all property purchases by either the Contractor or the Subcontractor with funds awarded under funding sources related to California ADRCs.

Property includes the following:

1. Equipment, which is defined as tangible, nonexpendable personal property having a useful life of at least one (1) year and an acquisition unit or total cost of \$5,000 or greater (a desktop or laptop setup, is considered a unit, if purchased as a unit).
2. All computing devices, regardless of cost (including but not limited to workstations, servers, laptops, personal digital assistants, notebook computers, tablets, smart phones and cell phones).
3. All Portable electronic storage media, regardless of cost (including but not limited to, thumb/flash drives and portable hard drives).

HEADER SECTION:

Enter the following Information:

- ADRC Name
- Submission Date
- Purchase Date
- CDA will be mailing asset tags for application to the acquired property upon approval of the acquisition form. Please enter the following information to ensure the asset tags get mailed to the proper location.
 - Contact Name
 - Organization Name
 - Mailing Address

ACQUIRED PROPERTY SECTION:

Provide the following information for each acquired property:

- Item Description – Briefly describe property, including manufacture's name whenever possible
- Model Number – Enter model number or name. If number is longer than 10 digits use last 10 digits.
- Serial Number – Enter item serial number, if longer than 12 digits, use last 12 digits (AB123DCE12345678 = 3DCE12345678)
- Date Purchased
- Cost – Enter whole dollars
- Funding Source(s) – Indicate funding source for the acquired property (e.g., Vaccine Access Grant, CARES Act Grant)
- Location – Enter location where property will be located (AAA, ILC, ABC Subcontractor, Etc.)

FORM SUBMISSION:

The completed CDA 7025 must be sent as an e-mail attachment to ADRC@aging.ca.gov.

In your email subject line, please identify your ADRC Name and Form being submitted (Example: Alameda County ADRC CDA 7025).