

Instructions for Completing CDA 7024

The ADRC Property Acquisitions Request Form (CDA 7024) allows the Contractor to request property purchases by either the Contractor or the Subcontractor with funds awarded under the ADRC program. A separate form must be completed for each procurement of property.

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
- Contact Name
- Contact Phone Number
- Contact Email Address
- Vendor

PROPERTY SECTION:

- Provide the following information for each budgeted equipment for Administration and Program:
 - Item description – Briefly describe property, including manufacture’s name whenever possible and model number (if known).
 - Expected acquire date.
 - Funding Source(s) (e.g., CARES Act, Vaccine Access.).
 - Quantity.
 - Per unit cost: Enter whole dollar amounts.
 - Total Item Cost: The total cost of each equipment purchase will auto-calculate using the following formula: Quantity multiplied by the per unit cost.
 - The total cost of the procurement will auto-calculate.

JUSTIFICATION SECTION:

- Explain the need for property and how it will be used.
- Describe the impact on the Program if the purchase request is not approved.

FORM SUBMISSION:

The completed CDA 7024 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 7024).