**Chapter Equipment Tracking Procedure**

All grantees need to ensure that equipment purchased with National Children’s Alliance funding is documented and tracked. Chapters need to ensure that equipment purchased by the Chapter or Children’s Advocacy Centers using NCA funding is documented and tracked.

The equipment must be purchased in its entirety using the NCA funds provided. Installation and training may be conducted using other funds.

Each piece of equipment must be labeled:

This item was purchased with funds from DOJ, OJJDP under grant 2015-CI-FX-K001 and ownership is retained by National Children’s Alliance. Do not discard or transfer this equipment to another entity without first notifying NCA at 202-548-0090.

A picture of the equipment, along with financial documentation related to the purchase of the equipment must be provided to the Chapter along with the reimbursement request. Centers should be advised to keep this information on file.