



IDAHO COUNCIL ON DOMESTIC VIOLENCE AND VICTIM ASSISTANCE

ASSET ACQUISITION REQUEST

All requests for furniture, equipment and advanced technologies in an amount over \$300.00 must be pre-approved by ICDVVA, even if this is within your approved budgets, you must provide answers to the following. Without pre-approval, reimbursement will be denied regardless of your need. Allow 30 days for approval. These guidelines are taken from the VOCA sub-grantee guideline book. These rules apply to all ICDVVA funds.

The following criteria must be met for any asset acquisition:

1. Direct services to crime victims cannot be offered without ICDVVA support of these expenses;
2. The sub-grant agency has no other source of support for them;
3. Only limited amounts of ICDVVA funds will be used for these purposes.

Depending on the type of asset, you must provide additional answers to the questions particular to that asset.

Advanced Technologies: The request must include:

1. How the computer equipment will enhance services to crime victims. _____

2. How it will be integrated into or enhance the recipient's current system. _____

3. The cost and date of installation. \$ _____ (Date) _____
4. The cost of staff training in using the computer equipment. \$ _____
5. The ongoing operational costs, such as maintenance agreements and supplies and how these additional costs will be supported. \$ _____

Furniture and Equipment:

- ICDVVA funds may be used to buy furniture and equipment that provide or enhance direct services to crime victims.
- ICDVVA cannot support the entire cost of an item that is not used exclusively for victim related activities, but can support a prorated share of such an item.
- A detailed description of the furniture or equipment item to be purchased must be provided.

Examples of allowable costs may include: beepers, typewriters and word processors, camcorders and VCR's for interviewing children, two-way mirror, and equipment and furniture for shelters, work spaces, victim waiting rooms and children's play areas.

Furniture and Equipment: Describe furniture or equipment to be purchased.

Cost \$ _____

At minimum, sub-grantees must maintain property records with the following information:

- A description of the property and the serial number or other identifying number:
Serial # _____
Description _____

- Identification of the title holder: _____
- The acquisition date: _____
- The cost and percentage of ICDVVA funds supporting the purchase:
Cost \$ _____
ICDVVA Funds % _____
- The location, use and condition of the property _____

- Disposition data, including the date of disposal and sale price _____

Requesting Program Executive Director: _____ Date: _____

ICDVVA Action Date: _____

Approved: _____

Denied: _____

Reason for denial: _____