

**TANGIBLE PERSONAL PROPERTY REPORT  
SF- TPR**

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1. Federal Agency and Organization Element to Which Report is Submitted		3a. DUNS	3b. EIN
2. Federal Grant or Other Identifying Number Assigned by Federal Agency			
4. Recipient Organization (Name and complete address including zip code)		5. Recipient Account or Identifying Number	
6. Attachment (Check applicable block) <input type="checkbox"/> Annual Report <input type="checkbox"/> Final (Award Closeout) Report <input type="checkbox"/> Disposition Report/Request		7. Supplemental Sheet <input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Comments			
9a. Typed or Printed Name and Title of Authorized Certifying Official		9c. Telephone ( <i>area code, number, extension</i> )	
		9d. Email address	
9b. Signature of authorized Certifying Official		9e. Date report submitted ( <i>Month, Day, Year</i> )	
		10. Agency use only	

# INSTRUCTIONS FOR THE TANGIBLE PERSONAL PROPERTY REPORT SF-TPR

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

This is a standard form to be used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a Federal financial assistance award. The form consists of the cover sheet (SF TPR) and three attachments to be used as required: Annual Report; Final (Award Closeout) Report and a Disposition Request/Report. A Supplemental Sheet, SF TRP-S, may be used to provide detailed individual item information.

## **A. General Instructions:**

Tangible personal property means property of any kind, except real property, that has physical existence. It includes equipment and supplies. It does not include copyrights, patents or securities. For convenience, throughout this form and its attachments, the term property will be synonymous with tangible personal property. The terms equipment and supplies will be used when referring to specific requirements.

Property may be provided by the awarding agency or acquired by the recipient with award funds. Federally-owned property consists of items that were furnished by the Federal government and equipment acquired with award funds when the award provisions specify that title to the equipment vests in the Federal government upon acquisition.

Recipients of Federal assistance awards may be required to provide Federal awarding agencies with information concerning property in their custody annually, at award closeout or when the property is no longer needed. Specific requirements will vary based on award provisions, the type of property (equipment or supplies) and whether the property is Federally-owned. This reporting form and its attachments are intended to assist recipients to provide necessary information when it is required.

**1. Federal Agency and Organizational Element to Which Report is Submitted.** Enter the name of the Federal agency and the agency organization element identified in the award document or as otherwise instructed by the agency. The organizational element is a sub-agency within a Federal agency. For example, the Air Force Office of Scientific Research (AFOSR) is an organizational element within the Department of Defense.

**2. Federal Grant or Other Identifying Number Assigned by Federal Agency.** Enter the Federal grant, cooperative agreement or other Federal financial assistance award instrument number or other identifying number assigned to the Federal financial assistance award.

**3a. DUNS.** Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number. The DUNS number is also referred to as the Universal Identifier.

**3b. EIN.** Enter the recipient organization's Employer Identification Number (EIN) as assigned by the Internal Revenue Service.

**4. Recipient Organization.** Enter the name and complete address, including zip code, of the recipient organization.

**5. Recipient Account or Identifying Number.** Enter the account number or other identifying number assigned to the award by the recipient. This number is for the recipient's use and is not required by the Federal agency.

**6. Attachment.** Check the applicable block to indicate the type of attachment being submitted. Use the Annual Report when required to provide annual inventory listings of Federally-owned property. Use the Final Report when required to provide property information in connection with the closeout of an award. Use the Disposition Request/Report when required to request disposition instructions for or to report the disposal of Federally-owned property or acquired equipment, at any time other than award closeout (i.e., during the award period or after award closeout as long as the Federal government retains an interest in the item).

**7. Supplemental Sheet.** Check the applicable block to indicate whether a Supplemental Sheet is attached. Recipients may use the SF TPR (S) or equivalent document such as a computer print out to provide required detailed individual item information.

**8. Comments.** Provide any explanations or additional information in this block. Attach additional sheets if necessary.

**9. a. Typed or Printed Name and Title of Authorized Certifying Official.** Enter the full name and title of the recipient representative authorized to sign this report.

**b. Signature of Authorized Certifying Official.** Original signature of the recipient's authorized certifying official.

**c. Telephone.** Enter the telephone number of the individual listed in Line 9a.

**d. Email address.** Enter the email address of the individual listed in 9a.

**e. Date report submitted.** Enter the date the report is submitted to the Federal agency.

**10. Agency use only.** This section is reserved for Federal agency use only.