



## Instructions for Completion of Form SSA-871

### Heading

Insert official name of agency, State, fiscal year, and reporting period in designated spaces.

### Column Entries

Column (a), Description of Equipment – Enter description of equipment under appropriate category (as new EDP equipment/upgrades or other equipment) for which disbursements have been made during the quarter being reported.

Column (b), Type of Approval – Enter “C” for items approved under CO Authority, “R” for items approved under RO Authority, and “D” for items purchased under DDS Authority.

Column (c), Date of Approval – Enter date of funding approval for each item listed under CO and RO authority. Enter date of purchase for each item listed under DDS authority.

Column (d - e), Number of Units (Additional/Replacement) – Enter number of units purchased in appropriate columns (as additional or replacement equipment).

Column (f), Unit Cost – Enter the unit cost for each item listed in column (a)--including taxes, delivery and installation.

Column (g), Gross Cost – Automatically calculated--derived by multiplying the number of units (listed under columns d and e) by the unit cost.

Column (h), Trade-in Value, if Replacement Item – Enter the expected trade-in value of items being traded in with purchase of units shown in column (e).

Column (i), Net Cost – Automatically calculated--derived by subtracting the trade-in value (shown in column h) from the gross cost (shown in column g).

### Line Entries

1. New EDP Equipment/Upgrades - Enter description of EDP equipment for which disbursements have been made during the quarter being reported.
2. Equipment – Enter description of other equipment for which disbursements have been made during the quarter being reported.
3. Total Net Cost – Automatically calculated—derived by adding the amounts shown in column (i).
4. Signature/Date – Self-explanatory

### **Paperwork Reduction Act Statements**

This information collection meets the clearance requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You are not required to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take you about 30 minutes to read the instructions, gather the necessary facts, and answer the questions.