

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

Revised PRA, Attached

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 questi

The following revised PRA Statement will be inserted into the form at its next scheduled reprinting:

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 30 minutes to read the instructions, gather the facts, and answer the questions. *You may send comments on our time estimate above to: SSA, 6401 Security Blvd, Baltimore, MD 21235-6401. Send only comments relating to our time estimate to this address, not the completed form.*