

General Volume  
Funding Accountability Section  
Equipment Inventory (1.04900)

ER# 1.04900

Authority 2008 7CFR 246.24(d), 246.25(a) (1), 7 CFR 3016.32 & WIC Local Agency Nutrition Services Contract Scope of Work

Issued 1/81

Revised 10/15

**POLICY:** The local WIC provider (LWP) shall use State WIC tags to identify all computer equipment, hemoglobin analyzers and electric breast pumps purchased with WIC funds, both by the LWP and by the State WIC office.

The LWP shall maintain and update the inventory list of all equipment and software purchased with WIC funds, both by the LWP and by the State WIC office, as they are purchased.

The LWP shall reconcile the WIC equipment inventory annually and record the date. All changes to the location or disposition of the WIC equipment shall be submitted to the State WIC office.

The LWP shall respond to the State WIC office's requests for inventory verification of equipment and software within 14 calendar days of the request.

The LWP shall obtain authorization from the State WIC office before removing any WIC tagged equipment from the inventory. The LWP should contact the State technical assistance (TA) team for guidance prior to removing any WIC tagged equipment from the inventory.

All equipment, resources, and software purchased with WIC funds, both by the Contractor and by the Department, belong to the Department and must be returned to the Department if WIC services are no longer provided by the Contractor.

**PROCEDURES:**

- A. Inventoried equipment is defined as having a value of \$500.00 or higher and sensitive items (e.g. computers, flash drives, TVs, audio-visual equipment, breast pumps etc.), a useful life of two years or more, and identified as a WIC purchase. Refer to [ER# 6.05100](#), the breast pump policy, on procedures for tracking and retrieving breast pumps.
- B. The LWP shall permanently tag all equipment purchased with WIC funds with tags supplied by the State WIC office. The items to be tagged include:
  1. Computer Central Processing Units (CPUs)
  2. Computer Monitors
  3. Laptops
  4. Printers
  5. Scanners
  6. Signature Pads

7. Battery Back-up Uninterrupted Power Supplies (UPS) and AC Line Conditioners with an original price of \$500 or more
  8. Network Switching Equipment (including multiplexers, fiber optics, routers, and hubs)
  9. Hemoglobin Analyzers
  10. Electric Breast pumps (Refer to [ER# 6.05100](#), the breast pump policy)
- C. The LWP does not have to tag software, flash drives, internal components of the computer, TVs, Audio-visual equipment, adult and infant measuring boards, adult and infant scales, and other sensitive items. However, these items should be placed on the equipment inventory list.
- D. The LWP shall maintain and update an inventory list of all equipment purchased with WIC funds and non-WIC funds. A physical verification of all equipment must be performed annually and the date recorded. The inventory shall contain all of the following information:
1. Description and type of equipment (e.g. computer, monitor, printer)
  2. Serial number
  3. Model number/manufacturer name
  4. Date of purchase (only for LWP-purchased equipment)
  5. Purchase price (only for LWP-purchased equipment)
  6. Funding source with the percentage of Federal participation in the cost of the property (when WIC inventory is integrated with the overall local administrative agency's inventory)
  7. Site where equipment is located
  8. Status (condition) of equipment
  9. WIC inventory tag number (if applicable)
  10. DHSS inventory tag number (if applicable)
  11. OA ITSD inventory tag number (if applicable)
- E. The WIC equipment inventory may be integrated into the overall local administrative agency's inventory. However, inventory items purchased with WIC funds must be so designated.
- F. When purchasing new equipment not budgeted and approved as part of the local agency plan (LAP), the LWP shall submit the monthly Online WIC Invoicing Application Budget Adjustment with the cost of the equipment, add documentation to the comment section and submit to the State WIC office for approval. Refer to [ER# 1.03900](#). WIC tags will be mailed to the LWP if the equipment is to be tagged. All equipment, resources, and software used for the WIC program shall meet Department and WIC policy requirements and comply with Department and WIC policy specifications, be properly maintained and repaired as needed, and kept secure from theft or vandalism.
- G. The LWP shall make the equipment inventory available to the State WIC office upon request. The LWP shall also allow State WIC staff to inspect the equipment, inventory tags, etc., upon request.
- H. The LWP shall obtain written authorization from the State WIC office before doing any of the

following with WIC-purchased equipment:

1.     Loaning
2.     Transferring
3.     Trading
4.     Selling
5.     Destroying
6.     Removing from the inventory.

I.     The Contractor shall maintain and make available a filing system for Department Non-Expendable Property Transfer/Reassignment forms (form#DH-60) in order to ensure accountability of equipment.