

Indiana WIC Program  
Indiana State Department of Health

## **Equipment Inventory**

### **Policy**

Local agencies (LA) must maintain an accurate and current inventory of equipment purchased with WIC funding. This policy does not include technology assets/equipment inventory.

### **Authority**

2 CFR Part 200, 2 CFR Part 215, 2 CFR Part 225, 2 CFR Part 230, OMB Circulars A-102, A-133, ASMB C-10

### **Procedures**

- I. Definition of equipment:
  - A. Costs more than \$500 per item, and
  - B. Has a useful life expectancy of more than a year.
  
- II. LA must:
  - A. Use the State Agency (SA) approved inventory system.
  - B. Complete and maintain equipment inventory in a manner prescribed by the SA.
  - C. Keep all documentation of all equipment purchase, disposal or transfer for three years past the disposal date.
  
- III. Also see Computer Inventory procedures.