

Indiana WIC Program
Indiana State Department of Health

Computer Inventory

Policy

Local Agency (LA) must maintain an accurate inventory of computer hardware and accessories.

Authority

7CFR Part 3016, OMB Circulars A-87, A-102, A-110, A-122, A-133,
ASMB C-10

Procedures

- I. Computer equipment includes but is not limited to:
 - A. Desktop and laptop computers.
 - B. Monitors.
 - C. Document & Check Printers.
 - D. Hubs.
 - E. E Pads.

- II. LA must:
 - A. Submit changes to computer inventory as prescribed by State Agency.
 - B. Perform an annual physical inventory audit as prescribed by the State Agency (SA).
 - C. Submit to SA proof of annual physical audit in a format prescribed by SA.
 - D. Maintain proof of annual physical audit in LA file.