

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.