

## Equipment Inventory

- I. All equipment and office furniture purchased by the local agency with WIC funds must be tagged with a permanent ID number or have a serial number listed on the clinic's inventory log. This should include but is not limited to computers, monitors, printers, copiers, desks, chairs, scales, measuring boards, and blood testing equipment.
- II. The State WIC Office maintains an inventory record of state owned equipment. Contact the WIC Help Desk if state owned equipment is broken or if equipment needs to be moved to another clinic location.
- III. The inventory log or list must contain the following information for each purchase:
  - a. Description
  - b. Serial number or ID number
  - c. Location and use
  - d. Condition
  - e. Where the equipment was purchased
  - f. Date of purchase
  - g. Cost
  - h. Percentage of federal participation in the cost
  - i. Who holds the title
  - j. Date of disposal, and
  - k. Sale price (if applicable)
- IV. Equipment with serial numbers, such as electric breast pumps, card readers, signature pads and scanners that are assigned to the clinic by the State Office will be documented using the Serialized Inventory function of the VISION system's Operations Menu.
- V. All office furniture and equipment purchased with WIC funds remains the property of the Federal government. Call the State WIC office prior to disposing of any equipment or furniture that may be of value to another local agency. Management and disposition of equipment and furniture must be

- done according to State laws and procedures. All computer hard drives must be wiped clean or destroyed according to state procedures.
- VI. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
  - VII. Records for nonexpendable property acquired in whole or in part by program funds must be retained for four (4) years following its final disposition.