



**PROPERTY MANAGEMENT AND INVENTORY POLICY**

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**Policy Number:** 1100

**Effective Date:** May 1, 2017

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**A. BACKGROUND**

This policy conveys the requirements for subrecipients regarding the management, inventory and disposition of equipment and small and attractive items as define in [Workforce Snohomish Allowable Costs and Prior Approval Policy](#). All other tangible, personal property is defined as “supplies” which do not need to be inventoried.

**B. POLICY**

As described in the Property Management Procedure, subrecipients are responsible for maintaining, inventorying, and properly disposing of equipment and small and attractive assets purchased with WIOA and other federal funds. Subrecipients are expected to keep equipment and small and attractive assets in good condition.

If a subrecipient relationship with Workforce Snohomish is terminated, the subrecipient must account for the status of WIOA and other federally funded equipment and small and attractive assets and return all property to Workforce Snohomish at the time of closeout.

**C. DEFINITIONS:**

**References:**

- [Washington WorkSource Policy #5407: Property Management and Inventory](#)
- [Workforce Snohomish Allowable Costs and Prior Approval Policy](#)
- [Property Management and Inventory Procedure](#)

**Supersedes:**

- Memorandum #04-15