



## PROPERTY MANAGEMENT AND INVENTORY PROCEDURE

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**Procedure Number:** 1100

**Effective Date:** May 1, 2017

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This policy applies to equipment and small and attractive assets as defined in [Policy 1000: Allowable Costs and Prior Approval](#).

Subrecipients will:

- Maintain and manage equipment and small and attractive assets to assure that these resources are adequate, in good condition, and available for reassignment when needed.
- Comply with Policy 1000: Allowable Costs and Prior Approval prior to making purchases of equipment and small and attractive assets.
- Tag (including WIOA tags, as appropriate) all equipment and small and attractive assets and enter them into the Workforce Snohomish WIOA Inventory database upon receipt;
- Maintain an up-to-date inventory of all equipment and small and attractive assets in the Workforce Snohomish WIOA Inventory database.
- Conduct an annual inventory review to reconcile the existence, current use, and continued need for equipment and small and attractive assets.
- Notify the Workforce Snohomish Inventory Manager when equipment is purchased, moved, broken, stolen, lost, or if a contract has ended.
  - For new equipment and small attractive assets enter the following information into the WIOA Inventory database
    - An item description;
    - The serial and model number or other identification number;
    - The source of property, including grant or agreement number;
    - Acquisition date and cost;
    - Location, use or staff to whom the item is assigned, condition, and date the information was reported.

- Transfer of equipment and small attractive assets with a WIA/WIOA tag from one site to another requires provision of the following information to the Inventory Manager:
  - WIA/WIOA property tag number
  - Property description
  - Serial number
  - Condition of property
  - New location, staff to whom the item is assigned
  
- Disposition: Equipment and small and attractive assets may not be disposed without approval from the Workforce Snohomish Inventory Manager. Subrecipients will retain records for three years after disposal of such property. Subrecipients will provide the Workforce Snohomish Inventory Manager the following information for items that are to be disposed of or otherwise surplus:
  - WIA/WIOA property tag number;
  - Property description;
  - Serial number;
  - Date of disposal;
  - Location to pick up, if Workforce Snohomish decides to pick up the property.
  
- Lost or stolen equipment and small attractive assets: Subrecipients are to immediately notify Workforce Snohomish and the police of stolen property and provide the Inventory Manager with the following information for equipment and small attractive assets that has been stolen or lost:
  - An item description;
  - Date stolen or lost
  - Last location of item being used
  - A police report for stolen items