
Subject: Equipment Inventory

Effective Date: November 1, 2016

Revised from: October 1, 2015

Policy: As described in this policy, the State Agency (SA) and each Local Agency (LA) is responsible for maintaining a current inventory of equipment or items purchased with WIC funds in the Equipment Inventory system located in KWIC. These items are items such as computer equipment, furniture, baby scales, etc.

The inventory will be reviewed at least once every two years during Management Evaluations or at any time as requested by the United States Department of Agriculture (USDA) or the SA.

The inventory system will be updated by the LA whenever a purchase, transfer, or piece of equipment is disposed of. The LA will provide the SA with a revised [Local Agency Inventory Worksheet](#) found in the Forms/Administrative Materials section on the Kansas WIC website when an item is purchased or disposed of.

In order to be inventoried in KWIC, all items must have a KDHE property number and sticker. As part of the inventory control system, the SA will provide KDHE property numbers and stickers for the following items:

Non-Technology Equipment

- **All items valued at \$500 or more, including but not limited to:**
- Hemoglobin/Hematocrit Machines
- Infant Scales
- Adult Scales
- Recumbent Length Boards
- Stadiometer
- Other items under \$500 that the SA or LA want to inventory

Technology Equipment

- **All items valued at \$500 or more, including but not limited to:**
- Laptops, Desktops, Monitors
- Printers
- Copiers
- Electronic Signature Pads
- Other items under \$500 that the SA or LA want to inventory

The LA should periodically provide routine maintenance on equipment to keep items in good working condition.

Reference: 7 CFR §246.24 (a), §246.25 (a), 7 CFR §3016.32 (d) (1 - 5)

Procedure:

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Entering Equipment into KWIC

In order to be inventoried in KWIC, all items must have a KDHE property number and sticker. It is important that you record, as accurately as possible, all of your non-expendable items that have been purchased with WIC funds. This will enable a more efficient tracking and monitoring of your inventory.

- 1) The SA will complete the inventory record in KWIC and initiate a transfer if the equipment is purchased and sent from the SA to the LA in the Equipment Inventory in KWIC to the receiving LA. Upon receiving the equipment, the receiving agency will then retrieve the item in their Equipment Inventory in KWIC and mark the item as received and complete any other needed information in KWIC, such as Location in Clinic.
- 2) When the SA purchases new equipment for the LA and has it directly shipped to the LA, the LA must complete the [Local Agency Inventory Worksheet](#) to request the KDHE property number. Once the LA has received the property number and has placed it on the piece of equipment, the LA will then need to add the equipment into the Equipment Inventory in KWIC.
- 3) If the item(s) are purchased by the LA and they will require KDHE Property Number(s), the LA must complete the [Local Agency Inventory Worksheet](#) to request the KDHE property number. Once the LA has received the property number and has placed it on the piece of equipment, the LA will then need to add the equipment into the Equipment Inventory in KWIC.
- 4) If the LA currently have item(s) that have been purchased that require KDHE Property Number(s) that do not currently have them, the LA must complete the [Local Agency Inventory Worksheet](#) to request the KDHE property number. Once the LA has received the property number and has placed it on the piece of equipment, the LA will then need to add the equipment into the Equipment Inventory in KWIC.

Once the form has been received, the SA will send KDHE Property Number(s) to the LA within 30 days of receipt of the [Local Agency Inventory Worksheet](#). KDHE Property Numbers will only be sent for those items listed on page one of this policy.

Local Agency Inventory

The following information shall be maintained in the Equipment Inventory system located in KWIC:

- 1) **Inventory/Property #** – Enter the property number. If there is a green, brown, red or silver KDHE property number on the item purchased, record this number. If there is no such number, then you will need to complete the [Local Agency Inventory Worksheet](#) and submit it to the SA to receive a KDHE property number for the item before entering it into the Equipment Inventory in KWIC.

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- 2) **Identifier-Serial Number** – Enter the serial number found on the item purchased in this field. Serial numbers should be listed in the Inventory record for all equipment if available.
- 3) **Purchased Date** - Enter the date that the item was purchased in this field. This date can be found on the invoice for purchase that you should have on file at the health department. Estimate the month and year of purchase if no documentation exists.
- 4) **Item Type** – Select the equipment type from the dropdown that you want to add when entering a new item into the Equipment Inventory in KWIC. When completing the [Local Agency Inventory Worksheet](#), select the box next to the appropriate Item Type.
- 5) **Description** - Enter a brief description of what the item is in this field. For example if it is a computer monitor, include the following: the make of the monitor, the model number, the size of the monitor, flat-screen or flat panel monitor.
- 6) **Location in Clinic** – Specify where this equipment is located. For example, clerks desk.
- 7) **Condition**– Select the condition from the dropdown for the equipment in the Equipment Inventory in KWIC. When completing the [Local Agency Inventory Worksheet](#), select the box next to the appropriate condition.
- 8) **Currently In Use** – Select yes or no.
- 9) **Original Cost** - Enter the amount that was paid for the item.
- 10) **Percentage WIC** - Enter the percentage of WIC funds that were used to purchase the item.
- 11) **Disposal Reason** – If requesting to dispose of equipment, enter how the equipment will be discarded on the [Local Agency Inventory Worksheet](#) and submit to the SA per [ADM: 02.03.07 Disposal, Transfer and Deletion of Equipment](#). If approved, select the disposal reason from the dropdown in the Equipment Inventory in KWIC.
- 12) **Disposal Date** – Enter the date the item was disposed of.
- 13) **Notes** – Enter comments about the item in this field. For example, if the item has been placed in storage, transferred to another clinic, disposed of, or given away.

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Lost, Stolen or Destroyed Property

If equipment is lost, stolen, or destroyed, a [Local Agency Inventory Worksheet](#) must be submitted to the SA with the additional information described below.

- 1) **If damaged** – a repair estimate or a statement from the supervisor that the item is too costly to repair.
- 2) **If lost or destroyed** – a statement detailing the circumstances surrounding the loss or destruction, along with appropriate documentation from the police department, fire department or insurance agency.
- 3) **If stolen** – provide a copy of the police report and a statement of precautionary steps that will be taken to prevent the reoccurrence of theft.

Disposal of Equipment

For disposal of equipment refer to [ADM: 02.03.07 Disposal, Transfer and Deletion of Equipment](#).

Transferring of Equipment

For transferring of equipment refer to [ADM: 02.03.07 Disposal, Transfer and Deletion of Equipment](#).