



Workforce Investment Board Mid-Ohio-Valley

Policy #10

Subject: WIA Property Guidelines

Effective Date: April 25, 2001

Purpose: To establish a policy to inventory and track personal and/or real property purchases using Workforce Investment Board Mid-Ohio Valley funding.

References: Section 195(11) Workforce Investment Act of 1998; OMB Circular A-110 Property Standards (Section .30 - .37)

Background: Local Workforce Investment Boards are to ensure that property, equipment, and supplies purchased with Region 4 WIA funds are used in accordance with the intent of the law.

Property purchased and used under the Job Training Partnership Act within the Region 4 Workforce Investment Area, where appropriate, shall become the property of the Workforce Investment Board Mid-Ohio Valley. No such property has been identified at this time. For purposes of this policy, property is defined to include equipment, supplies, real property, personal property, data, records, and proprietary information

Policy: Property (both person and real), equipment, supplies, and proprietary information purchased, collected, or developed with Region 4 WIA funds is the property of the Workforce Investment Board Mid-Ohio Valley and, as such, must be used for purposes authorized by the Workforce Investment Act and the Workforce Investment Board Mid-Ohio Valley. An inventory of such property is to be maintained by all service providers receiving funding through the Region 4 WIB. An inventory, audit, and / or repossession of such property is at the discretion of the Region 4 WIB.

Upon termination of services with Region 4 WIB, an inventory will be completed jointly by the Service provider and WIB staff no more than 30 days after the closing of the contract. Disposition of the property will be at the discretion of the Region 4 WIB. Service providers shall be responsible for the expense of disposing of any property determined to have a negative value.

Action: Inventory Records shall be maintained by the service provider on forms provided by the Region 4 WIB (sample attached). Any equipment or property valued at **\$100** or greater shall be listed on the inventory. The Service Provider will conduct annual inventory audits and send the results to Region 4 at the end of each program year. Property with an acquisition value of **\$500 or greater and all electronic equipment** is to

be tagged or marked as being the property of the Workforce Investment Board Mid-Ohio Valley.

WIB staff will periodically do on site visits to conduct an inventory of Region 4 property, including condition and use of the property. A written explanation of any discrepancy in the inventory is expected from the Service Provider within one week.

It is expected that each agency will handle preventive maintenance and property repair in the same manner they handle other non-WIA funded property.

Workforce Investment Board Mid-Ohio Valley staff will maintain records of equipment and /or property purchased for administrative or program purposes in the Region 4 office. An internal audit of procurement / inventory shall be completed annually.

Expiration Date: This policy shall be in effect until revised or canceled by the Workforce Investment Board Mid-Ohio Valley.

Approved:

WIB and Executive Committee

April 25, 2001

MOV WIC

April 27, 2001

LEO and Executive Committee

March 18, 2005