

LOCAL INSTRUCTION LETTER – PY 17-02

TO: Greenville County WIOA Staff and Contractors (Adult, Dislocated Worker, Youth)

FROM: Dean E. Jones, Director

DATE: August 15, 2017

SUBJECT: WIOA Property Control Procedures

New WIOA Property may be acquired as needed. Likewise, WIOA property may be disposed of if determined to be no longer needed for further use. All new WIOA property and the WIOA property identified for disposal requires the prior approval of the Greenville County Workforce Development Board (GCWDB) staff. WIOA property may be acquired and/or removed from WIOA Inventory in accordance with the following procedures:

PURCHASE OF NEW WIOA PROPERTY

1. All purchases using WIOA funds must receive prior approval from GCWDB staff.
2. All transfers of WIOA property from the originally assigned location to another location requires prior approval from the GCWDB staff.
3. If any property valued at \$1000 or more is purchased, notice should be given within 3 days of purchase to Ms. Angela Smith, Chief Operating Officer, WIOA Finances. The following information must be included: ID#, serial #, purchase date, invoice #, location, total cost, description of property, and vendor name.
4. Contractor staff will ensure that WIOA property is identified with applicable labeling (ID#) to reflect that it is WIOA property and ensure property is added to WIOA's inventory list. Applicable labeling must remain affixed to the WIOA property until such time as the property has been approved for removal. Each item's ID# must be included on the inventory list.
5. Contractor staff should label all property items with an ID# beginning with WIOA, followed by the two digit program year during which the item was purchased, followed by a three digit unique identifier number. The unique number should start with "001" for each new program year, and increase by one for each item. For example, the first property item purchased in PY17 will have a sticker on it that reads WIOA17001. For all items purchased before July 1, 2017, the two digit PY should be "00" (e.g., WIOA00001, WIOA00002, WIOA00003, etc.).
6. A list of all WIOA property will be maintained and reviewed at least annually. The property list shall be updated by Contractor staff as needed to reflect each time that new property items are added or shall be updated to reflect each time that property items are removed. Contractor staff must resubmit list to GCWDB staff by December 15th each year.
7. A list of the WIOA inventory will be maintained on the **WIOA List of Inventoried Property** Form.

DISPOSAL OF WIOA OBSOLETE PROPERTY

WIOA obsolete property must be disposed according to either #1 or #2 below.

1. WIOA obsolete property may be donated to other federally funded grant programs within the community (with prior approval from GCWDB staff).
 - a. After receiving written approval from GCWDB staff, Contractor staff must complete Donation of Obsolete Property Form.
 - b. Contractor must obtain signed statement from recipient (preferably on letterhead) that acknowledges receipt of donated property.
2. WIOA obsolete property shall be disposed by Workforce Development staff and according to the County of Greenville's Surplus Equipment procedures.
 - a. Return Donation of Obsolete Property Form to Ms. Angela Smith, Chief Operating Officer, WIOA Finances.
 - b. GCWDB staff will coordinate disposal with County of Greenville, as appropriate.
3. Once property is no longer on site, Contractor staff must remove property from WIOA Inventory List.

NOTE: WIOA obsolete property no longer in use must be stored in a safe and inconspicuous location until disposal. Notify management in the event such property becomes a nuisance and/or not practical for continued storage.

