

**SECTION: Equipment****SUBJECT: Inventory Control Procedures**

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**PURPOSE**

To ensure proper accountability of all Department of Public Health (DPH) Women, Infants and Children (WIC) Program purchased equipment for local WIC agencies.

**POLICY**

It is the responsibility of the DPH WIC office to maintain an inventory of all IT/MIS equipment purchased and provided to local WIC agencies.

**Inventory**

The DPH WIC Office Information Technology (IT) Technician must maintain an Inventory Log for each local WIC agency. This Inventory Log must contain a description of the item, serial number or barcode, cost, date received by the local WIC agency and location of the item (WIC site). All WIC local agencies will be provided with a copy of their equipment inventory bi-annually.

The DPH Fiscal Office is responsible for conducting a physical inventory of state equipment including all WIC local agencies annually.

**Maintenance and Replacement of Equipment**

DPH WIC IT Field Technicians will repair/replace computer equipment. Any issues related to state issued computers, printers, or other MIS equipment should be reported immediately to the Help Desk so that repairs can be scheduled with an IT Field Technician.

The DPH WIC IT Field Technician will make the determination when a piece of equipment is no longer needed because it is obsolete or damaged. The CO-862 Form (Authorization to Transfer or Dispose Equipment) must be completed and sent to the DPH Fiscal Office Asset Manager and IT helpdesk.

Once equipment is returned the State WIC Office, DPH Inventory policy and procedures must be followed. Final disposition of the item and the date must be noted on an Inventory Log maintained by DPH Fiscal Unit and IT Field Technician for WIC.