

Maine Center for Disease Control and Prevention WIC Nutrition Program

Effective: October 1, 2011

Policy No. FM-16

Revised: July 20, 2016

Property Management

Authority

7 CFR §3016

2 CFR §200

Policy

1. The Local Agency shall maintain complete accountability and security for all equipment and State Agency-designated reportable assets purchased with Program funds, including but not limited to, equipment purchased through the State Agency and placed in the Local Agency's custody.
2. Local Agencies shall be held financially responsible for all equipment and designated reportable assets lost, damaged, or stolen.

Procedures

1. Equipment is any article of nonexpendable, tangible personal property having a useful lifetime of more than one year and an acquisition cost of \$2,500 or more.
2. Designated reportable assets are desktops, laptops, printers, copiers, emergency management equipment, communication devices and systems, medical and laboratory equipment, media equipment, and any nonexpendable tangible personal property purchased through the State Agency with an acquisition cost of \$100 or more but less than \$2,500.
3. Tangible personal property not defined as equipment or designated reportable assets are categorized as "supplies."
4. All equipment and designated reportable assets purchased by the Local Agency or by the State Agency and placed in the custody of the Local Agency shall be:
 - 4.1 Inventoried at least once per year as specified by the DHHS contract
 - 4.2 The physical inventory shall be reported on the Equipment Inventory Form (Appendix FM-15-A)
 - 4.3 Included in records maintained at the Local Agency
 - 4.4 Asset-tagged upon receipt (refer to FM-15, Local Agency Purchasing Procedures)
5. The physical inventory shall be reconciled with the property records on file to verify the existence, the current utilization, and continued need for the equipment.

- 5.1 Any discrepancies between quantities determined by the physical inspection and those shown in the accounting records shall be investigated and reported to the State Agency to determine the causes of the differences.
6. Local Agencies shall report lost or stolen equipment, including electric breast pumps and collection kits, to the State Agency immediately upon discovery of loss, as follows:
 - 6.1 Notify the State Agency by telephone immediately upon discovery of lost, stolen, or irretrievable equipment.
 - 6.2 If it is determined that the equipment was stolen, notify the local police and obtain a copy of the police report. Forward a copy of the report to the State Agency along with a letter explaining the circumstances surrounding the theft.
 - 6.3 If the equipment was lost, submit a letter explaining the circumstances surrounding the loss including the name of the person responsible for the equipment at the time of the loss.
 - 6.4 If the equipment was lost, an investigation of the circumstances surrounding the loss shall be conducted to determine if negligence was the cause.
 - 6.5 The letter shall include a description of the procedures instituted to ensure that the loss or theft may not readily occur again.
 - 6.6 Lost or stolen electric breast pumps or collection kits, including those that are lost or stolen out of inventory prior to issuance, must be reported to the State Agency.
7. If the Local Agency or its employees are determined to be negligent, the Local Agency shall reimburse the State Agency the amount determined by the State Agency.
8. If the Local Agency is indemnified, reimbursed, or otherwise compensated for any loss of, destruction of, or damage to, the equipment or designated reportable assets covered by this policy, it shall use the proceeds to repair or replace the equipment.
9. The Local Agency shall obtain written approval from the State Agency prior to using equipment or designated reportable assets covered by this policy in any other program.
 - 9.1 Written approval is also required prior to selling, disposing or removing any of these items from the Local Agency's inventory.
 - 9.2 All equipment and designated reportable assets purchased centrally by the State Agency and placed in the custody of the Local Agency shall be physically returned to the State Agency for disposition.
 - 9.3 The Local Agency is financially liable for all such items and shall assure that they are returned to the State Agency not scrapped, sold, or used as a trade-in on similar items.
10. All equipment records shall be maintained three (3) years after the disposition, replacement, or transfer of equipment and designated reportable assets purchased with Program funds.