



Catawba WIOA LOCAL INSTRUCTION 23-18 Change 1

To: LOCAL CATAWBA WORKFORCE DEVELOPMENT AREA

Subject: Equipment Inventory

Issuance Date: November 30, 2023

Effective Date: September 2, 2015

Updated: November 11, 2025

Background: It is extremely important to keep accurate records of all equipment purchased with WIOA funds. With new equipment being purchased, office locations being moved, etc. over the last couple of years, it has become increasingly difficult to keep completely accurate records.

Policy: Each grantee must declare a point of contact at each full-time location to be responsible for updating the WIOA equipment list whenever there is any change. This includes, but is not limited to new equipment, broken equipment, moving equipment, lost inventory tag, etc. All updates/changes **MUST** be communicated to the WIOA COG staff member, (Currently Phyllis Anderson), within 5 business days. All new and existing inventory must be tagged and placed on the inventory control list and any broken or donated equipment must be stated on the inventory control list for removal. Do not remove any equipment from the inventory list. Instead, indicate whether the item is **broken**, **needs repair**, or has been **moved to another location**.

If equipment is moved to a different location, it must remain listed on the **original location's inventory** and be marked as **"Moved – [New Office Location]"**.

The **new office location's inventory** must also include the item and note that it was **transferred from [Previous Office Location]**. All broken equipment needs to be stored at the Rock Hill Center for quarterly inventory pickup by the COG staff.

Inventory should be checked annually and updated quarterly.

Action: Please assign the point of contact and notify COG staff as soon as possible. Please ensure that all appropriate staff receive and understand this policy.

Inquiries: Questions may be directed to Amanda Baker at abaker@catawbacog.org or (803) 327-9041.

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Amanda Baker
WIOA Administrator