



Catawba WIOA INSTRUCTION PY 15-03

To: All WIOA Grantees
Subject: Equipment Inventory
Issuance Date: September 2, 2015
Effective Date: September 2, 2015

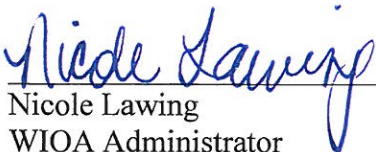
Purpose: To ensure the accuracy of the WIOA funded equipment at grantee locations.

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 to update 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) responsible for equipment inventory.

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 Nicole Lawing at nlawing@catawbacog.org or (803) 327-9041.


Nicole Lawing
WIOA Administrator