

FISCAL	PURCHASING PROCEDURES-PROPERTY MANAGEMENT
Classification:	Title I Adults, Dislocated Workers, Youth
Date Adopted:	11/18/15 MODIFIED: 01/25/18
Background:	Subcontractors are expected to provide computers and any equipment that is needed to perform the services described in their contract with Walters State Community College. However, if it is determined that it is in the best interest of the WIOA program to purchase equipment, specific procedures must be followed.
Policy:	<ol style="list-style-type: none"> 1. Contractors, including youth service providers and career service providers must provide the information required by applicable WIOA, Tennessee Department of Labor and Workforce Development and Tennessee Board of Regents procedures to purchase, use and surplus equipment purchased with WIOA funds. 2. After identifying a need for equipment, the contractor must submit a written request to the WIOA Coordinator of Administration justifying the need for the equipment, including computers. The request must include any information required by TDLWFD/Grants4TN for purchase of equipment: quantity, item, unit price, total price, justification for location of equipment, purposes (e.g., staff, participants), what equipment will be replaced (if any) and its tag number(s), description and tag number(s) of any equipment being returned to WIOA, and services to be provided with the equipment. The procurement process must be initiated thru Grants4TN according to state policy #16-14. 3. The lead staff person for the responsible program, who will make a recommendation to the Dean of Workforce Development, will review the request. The dean will review and approve or disapprove. As a rule, equipment can be replaced every five years or when it is inoperable, unable to meet current needs or otherwise cannot be utilized, including being damaged, lost or stolen. 4. The Coordinator of WIOA Administration will prepare a written request to purchase equipment which will be uploaded as supporting document into Grants4TN. 5. WIOA staff will order approved equipment, receive it and order property tags. WIOA property tags will be affixed to the equipment. 6. The equipment will be added to the LWDA 2 Inventory. 7. After the equipment is tagged, it will be delivered to the provider. 8. WIOA Fiscal staff will monitor the equipment yearly. 9. The service provider is responsible for promptly reporting any lost or stolen equipment to WIOA Fiscal. Fiscal staff is responsible for reporting any lost or stolen equipment to TDLWFD. 10. The contractor must promptly report any changes in location of the equipment to WIOA Fiscal staff, who will update the inventory.
References	<p>One-Stop Comprehensive Financial Management Technical Assistance Guide TDLWFD Supplementary Financial Guide Walters State Community College Policies and Procedures Manual Tennessee Board of Regents Policies and Procedures Manual</p>