Alabama Workforce Investment System

Workforce Development Division
401 Adams Avenue
Post Office Box 5690
Montgomery, Alabama 36103-5690

June 23, 2008

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2007-09

SUBJECT: Workforce Development Equipment Procedures Manual (Revision: June 20, 2008)

1. **Purpose.** This directive transmits revisions to the **Workforce Development Division Equipment Procedures Manual** to assist recipient and subrecipient staff in the administration of effective and efficient equipment operations.

2. **Discussion.** This manual will augment the general requirements of the **ADECA Recipient Property Management Manual** dated October 1989 (with Revisions). The **Workforce Development Division Equipment Procedures Manual** contains terminology and changes due to the passage of the Workforce Investment Act of 1998 (Public Law 105-220). All Workforce Development Division recipients and subrecipients will use this manual. Following the procedures outlined in this manual will ensure proper management of equipment. **Biannually** ADECA's Financial Services Division's Property Management Unit (PMU) staff will inventory all items that have an acquisition cost of **$5,000.00 or more**.

3. **Action.** These guidelines are to be utilized to ensure that established procedures regarding recipient and subrecipient equipment with an acquisition cost of $5,000.00 or more are followed.

4. **Contact.** Any questions should be directed to Ken Hollingsworth at telephone numbers (334) 242-5882 or (334) 242-5436 or Fax numbers (334) 353-4239 or (334) 242-5855.

Steve Walkley, Division Director
Workforce Development Division

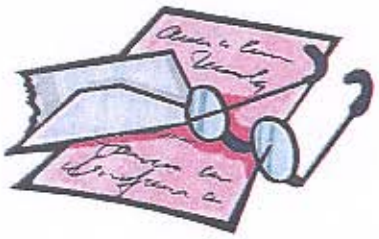
Attachment

ALABAMA DEPARTMENT OF ECONOMIC & COMMUNITY AFFAIRS

WORKFORCE DEVELOPMENT DIVISION

EQUIPMENT PROCEDURES MANUAL

FOR



RECIPIENTS & SUBRECIPIENTS

ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS
WORKFORCE DEVELOPMENT DIVISION
MONTGOMERY, ALABAMA

June 20, 2008

WORKFORCE DEVELOPMENT DIVISION
EQUIPMENT PROCEDURES MANUAL
TABLE OF CONTENTS

I. INTRODUCTION 2
100.00 General 2
101.00 Authority 2
102.00 Purpose and Scope 2

II EQUIPMENT PROCEDURES 3
200.00 Registering New Equipment 3
201.00 Tagging Equipment 3
202.00 Inventory Reports 4
203.00 Disposition of Equipment 4
204.00 Equipment Transfer 4

III EQUIPMENT POLICIES 5
300.00 Issuance of New Inventory Tags 5
301.00 Data Entry and Record Retention 6
302.00 Coordination with Other Agencies 6
303.00 Procedures for Surplusing Equipment 6

IV CONTACT 7

V. GLOSSARY 8

VI. EQUIPMENT FORMS

I. INTRODUCTION

100.00 -- General

This manual contains the equipment policies and procedures for the Alabama Department of Economic and Community Affairs (ADECA), Workforce Development Division (WDD) recipients and subrecipients funded from funds received by ADECA/WDD. This manual is intended to augment the general requirements for the ADECA Recipient Property Management Manual. Compliance with the provisions of this manual will also ensure compliance with the ADECA manual. As such, WDD recipients and subrecipients must comply with the provisions of this manual. All references to recipients in this manual also include subrecipients.

101.00 – Authority

This manual is promulgated by ADECA/WDD pursuant to the authority conferred by Public Law 105-220, known as the Workforce Investment Act (WIA) of 1998, Alabama Career Center (One-Stop) System, Workforce Innovation Regional Economic Development (WIRED) projects, and other funding sources.

102.00 – Purpose and Scope

The purpose of this manual is to assist ADECA/WDD staff and recipient staff in the administration of effective and efficient equipment operations. The manual is not intended to cover all minute details of operations nor substitute for effective agency administration by a well-trained staff.

It is however, intended to provide guidance/procedures for all equipment transactions regardless of fund source. The overall system is predicated on the purpose of providing and maintaining a system of equipment management that will prevent loss, damage, or theft of equipment.

II. EQUIPMENT PROCEDURES

200.00 – Registering New Equipment

All WDD recipient staff must adhere to ADECA/WDD policies and procedures when purchasing equipment with ADECA/WDD grant funds. Equipment is defined by ADECA/WDD as tangible, non-consumable personal equipment having a useful life of more than one year and an acquisition cost of **$5,000** or more per unit. Purchases under **$5,000** are considered as supplies and are not subject to registration in the ADECA Property Management System. Supplies are defined as tangible, personal items other than equipment with an acquisition cost less than **$5,000**. Purchases of **$5,000** or more are governed by the following instructions.

Once the equipment arrives, verify that the equipment received is what was ordered (compare to purchase order). If correct, prepare the material receipt (Property Management Unit 1 (PMU-1)). Once all items are accepted, forward a copy of the purchase order, material receipt,

and the vendor invoice to WDD, unless otherwise notified. All recipients should mail their completed paperwork to their particular grant administrator in the WDD. The appropriate WDD grant administrator will review the paperwork and forward it to the ADECA Financial Services Division for processing.

201.00 - Tagging Equipment

The Workforce Development Division recipient equipment must have ADECA equipment tags on all equipment purchased with funds obtained through the WDD. The ADECA Property Management Unit (PMU) staff will send the equipment tags by certified mail. It is the responsibility of the recipient to ensure that tags are affixed to all equipment.

202.00 - Inventory Reports

The ADECA Property Management Unit will send each recipient a copy of their Inventory of Non-Consumable Property (PMU-5) at least once every two years. Recipient staff are responsible for verifying the equipment and noting any discrepancies before return.

If equipment has been transferred, attach a copy of the transfer form (PMU-3) to the PMU-5. If the equipment has been lost or stolen, attach a copy of the police report where the incident was reported and a PMU-4. These police reports should list each item missing, its equipment number, description, and a serial number if available.

If equipment was destroyed in a fire, submission of a copy of the Fire Marshal's Report should be sent as soon as possible after the fire, with a list of equipment destroyed and a PMU-4.

If the equipment is to be cannibalized, a Report of Survey (PMU-4) should be completed to give justification for each action. **Do not cannibalize any equipment until approval is obtained by completing the PMU-4 and forwarding it to the WDD Equipment Unit.**

203.00 - Disposition of Equipment

Recipient staff is responsible for the disposition of property using the recipient's equipment disposition policy and procedures guideline. Prior approval of the WDD equipment for the disposition is required.

204.00 - Equipment Transfer

The WDD recipient from time to time may need to relocate equipment in order to fully utilize it. When equipment is moved, a transfer form (PMU-3) must be completed and submitted to the WDD Equipment Unit **within 10 (ten) calendar days of transfer**. Equipment not properly transferred in a timely and accurate manner will be considered lost and the equipment custodian will be held responsible and a report will be made available to the Workforce Development Division Director.

NOTE: No WDD recipient or subrecipient is authorized to move equipment without prior

approval of the WDD Equipment Unit. A PMU-3 MUST BE completed and mailed or faxed to the WDD Equipment Unit before equipment is moved to a new location. The WDD Equipment Unit will notify the ADECA PMU to record the transfer.

All available information must be included on the (PMU-3) transfer form including all equipment inventory numbers, complete description, serial number (if available), and the locations. **The WDD recipient should notify the WDD Equipment Unit (Telephone No. 334-242-5436 or 334-242-5882), WDD Equipment Unit Fax No. 334-353-4239 of the new location address within ten (10) calendar days. The PMU-3 transfer form must be signed by authorized personnel and dated.**

SUBMIT THESE FORMS AT THE TIME OF TRANSFER IN ORDER TO MAINTAIN ACCURATE RECORDS AND PROPER DOCUMENTATION.

When equipment acquired under an ADECA grant agreement (i.e., WIA, One-Stop, WIRED, etc.) is no longer needed for the original project or program, the equipment may be transferred to activities currently supported by WDD funds within and outside the State of Alabama or returned to the WDD (proper paperwork as previously described must be completed).

Transfers to other agencies **must** be approved by the WDD Director. When transferring to other agencies use the PMU-3 form and submit it to the WDD Equipment Unit office for processing.

Equipment may be loaned to other WDD projects within or in the case of WIRED projects outside the State of Alabama for no more than three days. This loan is accomplished via temporary hand receipt by using the PMU-3 and noting in the "remarks" section that this is a loan of three days or less. If the loan extends, or is planned to extend beyond three days, a transfer must be completed and submitted for processing to the WDD Equipment Unit.

WDD recipient equipment is not available for loan to individuals, students, or WDD recipient personnel for personal use. This is a violation of the State Ethics Law and violators WILL BE prosecuted to the fullest extent allowable under applicable laws.

III. POLICIES, WORKFORCE DEVELOPMENT DIVISION

300.00 - Issuance of New Inventory Tags

The WDD recipient staff should be sure to check **all** information including purchase price and serial numbers. Once copies of the invoice, material receipt PMU-1, and purchase order are received, all information will be checked and reconciled by the WDD staff.

The WDD Equipment Unit in conjunction with the ADECA Financial Services Division staff will complete the ADECA Property File Input Document (PMU-2) using this information. The ADECA

PMU will then issue the equipment number and tag for each item. Agencies receiving WDD equipment may affix their agency tag number to the equipment; however, the ADECA/WDD tag number is the primary number used to inventory said equipment. The agency number is a secondary number for inventory control.

301.00 - Data Entry and Record Retention

The ADECA Inventory of Non-Consumable Personal Property (PMU-5) with ADECA/WDD tag numbers is the official list of equipment for all WDD recipient locations. All changes to the inventory must be made in the ADECA Property Management System by ADECA PMU staff.

All documentation for changes in the computer inventory listing must be maintained by the WDD recipient, whether changes are due to transfer, deletion, additions, or description changes. Documentation should be checked for accuracy and a uniform description used for like equipment when possible.

All documentation for new purchases, transfers, deletions, or other changes is filed according to locations and WDD recipient by the WDD Equipment Unit staff. Copies of documentation must be forwarded to the WDD Equipment Unit staff in order to reconcile records and duplicate changes.

302.00 - Coordination With Other Agencies

The WDD Equipment Unit staff will maintain a working relationship with all or applicable recipient staff in order to elicit the cooperation required to keep the equipment system information current and accurate. WDD expects all recipients to ensure maximum use of equipment to the fullest extent possible.

The WDD Equipment Unit staff will maintain a close coordination with the ADECA Financial Services Division staff in order to ensure accurate records in the ADECA Property Management System.

303.00 - Procedures for Surplusing Equipment

WDD recipients should utilize the Surplus Property Division of ADECA for the disposal of obsolete equipment, equipment no longer needed, or equipment damaged beyond repair. WDD recipients will evaluate equipment to identify obsolete or damaged equipment for surplus.

Items that are determined ready for surplusing should be listed by inventory number, description, and condition. This list is submitted to the WDD Equipment Unit staff. Approval by the WDD Director for disposition of said equipment will be obtained by the WDD Equipment Unit. This unit will notify the WDD equipment recipient once the approval has been obtained. Items not on WDD inventory may be sent to Surplus Property Division for disposal with the approval of the WDD Director. Disposal will be reported to the ADECA PMU by the WDD Equipment Unit staff in order to update the ADECA Property Management System.

IV. CONTACT

For further information contact:

Alabama Department of Economic and Community Affairs

Workforce Development Division

Workforce Initiatives Section – WDD Equipment Staff

401 Adams Avenue

P.O. Box 5690

Montgomery, Alabama 36103-5690

Telephone No. (334) 242-5436 or (334) 242-5882

Fax No. (334) 242-5855 or (334) 353-4239

NOTE: **Equipment forms may be obtained through email. The email address is ken.hollingsworth@adeca.alabama.gov.**

THE EQUIPMENT MANUAL AS WELL AS THE PMU FORMS MAY ALSO BE FOUND ON THE WEB AT www.adeca.alabama.gov. Follow the link to ADECA's Workforce Development Division and click on WDD Directives.

V. GLOSSARY

ADECA Property Management Unit (PMU)	Staff located in the ADECA Financial Services Division that manages the ADECA Property Management System
WDD Equipment Unit Staff	Staff located at ADECA in the Workforce Development Division: Telephone No. (334) 242-5436 or (334) 242-5882 and Fax No. (334) 242-5855 or (334) 353-4239
Equipment	Tangible, non-consumable, personal equipment having a useful life of more than one year and an acquisition cost of **$5,000** or more per unit.
Inventory	Items of equipment costing **$5,000 or more** at the time of acquisition and with a life expectancy of at least one year

Non-Inventory acquisition,	Items costing **less** than **$5,000** at the time of items purchased as part of another piece of equipment, or items that are expendable.
Inventory of Non-Consumable Personal Property	Computer print-outs of inventory that are sent to each WDD recipient (for all locations) to initiate the verification of equipment – that it is in the recipient's possession and that it is still at the stated location. These will be sent preferably annually, but at least every two years
Supplies	Tangible, personal items other than equipment with an acquisition cost of **less than $5,000**
Transfer	Physical relocation of equipment from one location code to another. Such action **must be** accompanied by completion of a PMU-3 so that the inventory locations can be changed in the computer system. If this is not done in a timely manner, then the equipment will be considered lost and will be the WDD recipient's responsibility to account for the equipment not being properly transferred.

VI. PROPERTY MANAGEMENT UNIT (PMU) FORMS

PMU-1	Property Material Receipt – Submitted with purchase order and vendor's invoice in order to complete the PMU-2
PMU-2	Property File Input Document – Completed by ADECA to enter an item of property to the inventory
PMU-3	Property Custody Receipt – Used for transfer of property between recipients and other state departments. Release and Acceptance signature form
PMU-4	Property Report of Survey – Used to report lost, stolen or destroyed equipment. (Must be accompanied by police report if the equipment is stolen and a fire report if equipment is destroyed by fire)
PMU-5	Inventory of Non-Consumable Personal Property sent preferable annually, but at least every two years to verify inventory.

Surplus Division (SD-1) Form	Must be completed for submission of equipment to the Surplus Property Division of ADECA for disposal

ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS
PROPERTY MANAGEMENT UNIT (PMU-1)
RECIPIENT MATERIAL RECEIPT

1. Recipient _____ 6. Vendor _____

2. Address _____ 7. Address _____

8. Date _____

3. Phone No. _____

4. Fund Source _____ Agreement No. _____

5. Equipment Location
(If different from above) _____

Address _____

Contact Person: _____ Phone Number _____

9. Description	10. QTY	11. MFR.	12. SERIAL NUMBER	13. UNIT PRICE	14. TOTAL PRICE	15. FED. SHARE	16. COND

I hereby certify that I have received and checked the items listed above and that they are of the kind, quality, and condition noted.

17. Received by _____ 18. Phone _____

19. Signature _____ 20. Date _____

ADECA
EQUIPMENT MANAGEMENT UNIT
RECIPIENT MATERIAL RECEIPT

PURPOSE: This form is to be used by ADECA recipients to document the receipt of non-consumable personal equipment.

Instructions for Completion:

1. Enter legal name of the recipient receiving equipment.
2. Enter complete mailing/street address of recipient.
3. Enter telephone number of the recipient.
4. Enter fund source and agreement number.
5. Enter **exact location** of the equipment to include **complete address, phone number** and the **person responsible for equipment.** (If different from # 2).
6. Enter name of vendor.
7. Enter complete mailing address of vendor.
8. Enter date the property was received by the recipient.
9. Enter item description.
10. Enter number of units received.
11. Enter manufacturer of the equipment.
12. Enter serial number of the equipment.
13. Enter the unit price paid for the equipment.
14. Enter the total price paid for the item(s).
15. Enter percentage of Federal Participation in the cost of the grant.
16. Enter the condition of the equipment.
    a. Good- Enter **G** for good condition.
    b. Fair- Enter **F** for fair condition.
    c. Poor- Enter **P** for poor condition.
17. Enter the typed name of the individual certifying receipt of the equipment.
18. Enter telephone number of the individual cited in #17.
19. Signature of the individual certifying receipt of the equipment.
20. Enter date the certifying agent signs the document. (For recipient only.)

ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS
WORKFORCE DEVELOPMENT DIVISION
CUSTODY RECEIPT (PMU-3)
(Complete all items)

1. DATE: _____

2. ADECA EQUIPMENT NUMBER	3. CONTRACTOR'S NUMBER	4. SERIAL NUMBER	5. ITEM DESCRIPTION

8. **Released By:** _____ 9. _____
(Organization/Location) **(Equipment Custodian)**

10. **Received By:** _____ 11. _____
(Organization/Location) **(Equipment Custodian)**

_____ DATE: _____

I certify that the above listed equipment is under my control and will remain so until relieved by coordination with the Alabama Department of Economic and Community Affairs Equipment Manager.

PMU 3

ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS
WORKFORCE DEVELOPMENT DIVISION
REPORT OF SURVEY (PMU-4)

1. ADECA Division/Grantee/Contractor or Local Workforce Investment Area (LWIA): _____

2. Address _____

_____

3. Equipment Custodian: _____

4. Telephone No. _____

5. Fund No. /Agreement No. _____

6. Description	7. Acquisition Cost	8. ADECA Equipment No.	9. Reason (Describe on additional page as necessary)

10. ADECA Division/Grantee
Contractor or LWIA Official _____ Date: _____

To be completed by State Official Personnel:

11. Division Director Approval _____ Date: _____

12. Equipment Manager Acknowledgment _____ Date: _____

13. Director's approval _____ Date _____

Comments _____

PMU- 4