

## Section 9.4: Equipment Inventory - WIC Information System

11/2021

**References:** CFO 3016.32

**Policy:** Local Agencies must annually review and verify the WIC Information System equipment inventory.

**Purpose:** To maintain an accurate inventory of specific major equipment needed for operation of the WIC Information System.

### Procedures:

**Inventoried equipment includes:** computers, bags, monitors, routers, scanners, docks/port replicators, card readers and signature pads.

- The Local Agency will receive annually from the State Agency a copy of its inventory as well as guidance for inventory verification and follow-up.
- The Local Agency must use the inventory provided to verify the equipment at its site/s is/are accurately listed in the inventory. Discrepancies should be noted on the inventory when:
  - A piece of equipment's serial number **or** bar code number does not match the serial number or bar code number listed on the inventory.
  - A piece of equipment is not listed on the inventory.
  - A piece of equipment listed on the inventory does not exist at the Local Agency.
- When the Local Agency has completed verification of the inventory, notify the State Agency Hardware Specialist and the MN WIC Help Desk that the inventory review has been completed and discrepancies noted.
- Local Agencies must ensure that non-inventoried peripheral items are maintained along with inventoried equipment.
- State Regional Consultants will also verify the inventory as part of each management evaluation.
- The Local Agency may contact the Help Desk for a copy of its inventory at any time.

## Guidance

**Non-inventoried peripheral equipment:** When reviewing the inventory, Local Agencies should ensure the following peripheral equipment is maintained with the appropriate piece of equipment.

- Items associated with Desktop Computers
  - Keyboard
  - Mouse
  - Power Cord
  - Monitor with Power Cord
  - Key Lock
- Items associated with Laptop Computers:
  - Mouse
  - Power Cord & Power Adaptor
  - Key Lock
- Miscellaneous Equipment:
  - Power Strips (Uninterrupted Power Supply)

If any of the above items are missing or damaged, the Local Agency should contact the Help Desk for a replacement.

The following items are **disposable** and should **not be returned** to the contractor when they fail:

- Keyboards (non-inventoried)
- Mice (non-inventoried)
- Monitors (If you are able to dispose of these locally, you are encouraged to do so. Contact the MN WIC Help Desk if you must return these.)

If the **above items are in working condition**, they should not be returned as single items, but should be shipped in lots or with the corresponding computer or printer. For example, when returning a computer that is no longer needed but in working condition include the keyboard, mouse, lock, docking station if used, and power cords used with the system.

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