



Workforce Investment Board
Reaching Business



CITY OF OAKLAND
OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT
OAKLAND WORKFORCE INVESTMENT BOARD

DIRECTIVE No: 12-005
TO: WIA Service Providers
EFFECTIVE: July 9, 2013
SUBJECT: Property–Prior Approval, Purchasing and Inventory of Equipment

PURPOSE: This policy directive establishes guidelines and instructions for the Oakland Workforce Investment Board (OWIB) subrecipient and their lower tier subrecipients who plan to make purchases with a per unit cost of \$5,000 or more. This directive includes guidance on managing inventory purchased with Workforce Investment Act (WIA) Title I funds.

POLICY: It is the policy of the OWIB, in order to satisfy federal and State procurement requirements, for prior approval of the purchase of property with a per unit cost of \$ 5,000 or more with WIA funds. Allowable purchases include:

- Equipment that is tangible, nonexpendable with a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
- Information technology, including computer hardware and software
- And other durable goods

A formal request must be made in writing to the Oakland Workforce Investment Board. Purchase request should include purpose, consideration of necessary and reasonable acquisition and what procurement methods will be used in obtaining property.

In addition, service providers must maintain an inventory record of all equipment purchased with federal funds. Inventory should be clearly labeled with a unique identification number for inventory tracking purposes. Inventory records should contain the following information:

- A description of the equipment
- Serial number
- Date of acquisition
- Original per unit value
- Location and condition of equipment

REFERENCES:

- EDD Directive WIAD03-9
- Title 29 Code of Federal Regulations (CFR) Part 95, Sections 95.34, 95.40:95.48 and 95.53

- Title 29 CFR Part 97, Sections 97.32, 97.36 and 97.42

ACTION: The Oakland WIB and its service providers shall follow this policy. This policy will remain in effect from the date of issue until such time that a revision is required.

INQUIRIES: Inquiries should be addressed to the Oakland WIB's Executive Director.

APPROVED BY THE WIB: 10/17/13