



CENTRAL REGION

**Central Virginia Workforce Development Board**

**Workforce Innovation and Opportunity Act (WIOA) Administrative Policy #206**

**Subject:**                    **Equipment Management – Acquisition, Inventory and Disposition**

**Date of Issuance:**        **January 08, 2019**

**Purpose:**

The policy is intended to document the Workforce Innovation and Opportunity Act guidelines regarding the purchase, inventory and disposal of equipment with the U.S. Department of Labor Workforce Innovation and Opportunity Act funds.

**Requirements:**

Central Virginia Workforce Development Board will follow the procedures as outlined in the Virginia Community College System (VCCS) Virginia Workforce Letter (VWL) # 16-08. (The VWL is attached and is part of this policy.)

Written prior approval must be received from VCCS for equipment purchased with a per unit cost of \$5,000 or more. Purchase considerations included in VWL #16-08 must be incorporated in the decision making process, and adequate records must be maintained.

Please see the attached VWL #16-08 for the complete policy and the required documentation and forms for VCCS.