



Memorandum

#12-049

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Mike Montgomery, Section Director
Nutrition Services Section

DATE: May 23, 2012

SUBJECT: Annual State Equipment Physical Inventory Count

It is time to conduct the annual equipment inventory for WIC. We need all local agencies to inventory any equipment in their physical possession that was purchased by the State Agency and sent to your local agency from the State Office in Austin. If the equipment was purchased by your local agency, you do not need to include it in this inventory. Inventoried items will include all computers and computer-related equipment purchased by the State Agency.

Attached is a copy of the *Annual WIC Equipment Inventory Form*. Please photocopy this form and complete a separate inventory for each administrative and clinic site within your local agency. It is important that you conduct your inventory **AS OF Friday, June 1, 2012**, to ensure we receive an accurate accounting of the inventory statewide. Any equipment on site, even if it is scheduled to be returned to the State Agency, is to be included as part of your physical inventory.

All local agencies need to conduct their physical inventory and return the completed forms electronically **NO LATER THAN Friday, June 15, 2012**. Completed forms should be emailed to Rollie.Hernandez@dshs.state.tx.us.

Your assistance and timely response will be appreciated. If you have questions or require additional information, please contact Rollie Hernandez, Property Manager, Asset Management Group, at (512) 776-3450.

Attachment

