



Memorandum

16-042

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Amanda Hovis, Director
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: April 29, 2016

SUBJECT: Annual State Equipment Physical Inventory

It is time to conduct the annual inventory of WIC equipment. All local agencies will inventory all equipment in their physical possession that was purchased by the State Agency and sent to your local agency from the State Office in Austin. Equipment purchased by your local agency does not need to be included in this inventory. Inventoried items will include all computers, laptops and server equipment only purchased by the State Agency drop shipped to the local agency. Any state property not being used should be returned to the State Agency.

Attached is a *WIC Annual State Equipment Verification Form*. Please photocopy this form and complete a separate inventory for each administrative and clinic site within your local agency. To ensure an accurate accounting of equipment statewide, this inventory must reflect the equipment you have as of **Friday, May 6, 2016**. 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 Thursday, May 12, 2016**. Completed forms should be emailed to Rollie Hernandez, Property Manager, Asset Management Group, at 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 at 512-776-3450.

Attachment

