

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education

GUIDELINE NO. 117 (REV.)
April 27, 2016

SUBJECT: INSTITUTING ENHANCED SAFEGUARDS TO MANAGE INVENTORY OF
EQUIPMENT PURCHASED WITH FEDERAL FUNDS

- I. Introduction
- II. Background
- III. Policies and Procedures for Equipment Funded through Perkins §132 and WIOA, Title II Funds

I. INTRODUCTION

This guideline replaces Guideline No. 117 dated February 24, 2016. It enhances the existing procedural safeguards for compliance with management of equipment purchased with Carl D. Perkins Career & Technical Education Improvement Act of 2006, Section 132 funds. It also extends the same management procedures to equipment purchased through Workforce Innovation and Opportunity Act (WIOA), Title II funds.

II. BACKGROUND

Los Angeles Unified School District (LAUSD) BUL-953.1, *Control of Site Equipment* (August 23, 2010) provides general guidelines for complying with California Education Code 35168 that requires school districts to maintain annual inventory records of equipment whose current market value exceeds \$500, regardless of the funding source for the equipment. Items considered “small and pilferable” purchased as General Supplies-Technology costing less than \$500 such as tablets, laptops and document readers should also be inventoried. Additional guidelines on maintaining inventory records of equipment purchased using federal and state funds are provided in LAUSD BUL-3508.7 (May 12, 2015).

Specific guidelines on the required management of equipment purchased through Perkins funds are provided in Division of Adult and Career Education Guideline No. 87, *Tracking and Labeling of Equipment Purchased with Carl D. Perkins Career & Technical Education Improvement Act of 2006, Section 132 Funds* (April 27, 2016).

III. POLICIES AND PROCEDURES FOR EQUIPMENT FUNDED THROUGH PERKINS §132 AND WIOA, TITLE II FUNDS

Effectively immediately, Division of Adult and Career Education schools are to utilize the revised *Perkins Equipment Inventory Sheet* (Attachment A) for equipment purchased with Perkins funds; and *WIOA Equipment Inventory Sheet*, Guideline 118 dated April 1, 2014, for equipment purchased with WIOA funds.

As a reminder, all equipment, regardless of funding source, must be inventoried at the time it is delivered to the school and the school should verify the accuracy of inventory records at the beginning and end of the school year (District BUL-953.1).

The revised Perkins and WIOA equipment inventory sheets require the name of the school employee responsible for the completion of the inventory sheet. Every item on the inventory sheet has to be completed.

The principal's signature is required on the *Administrator Assurances – Perkins* form (Attachment B) for purchases made with Perkins funds or the *Administrator Assurances—WIOA* form, Guideline 118 dated April 1, 2014, for purchases made with WIOA funds certifying the accuracy of the equipment information listed on the inventory sheets. Both the *Administrator Assurances* form and *Perkins or WIOA Equipment Inventory Sheets* must be submitted to Central Office before the end of the school year and copies kept at the school .

Upon receipt of the *Perkins Equipment Inventory Sheet* or *WIOA Equipment Inventory Sheet* in the Division Central Office, designated staff will be responsible for reviewing it to ensure that all the required equipment information has been entered and that the names of the responsible school employee appear on the form.

The Central Office Perkins and WIOA designated reviewers will be responsible for obtaining any incomplete or missing information on the *Perkins Equipment Inventory Sheet* or *WIOA Equipment Inventory Sheet* received from the school before countersigning them to attest to their completion. In the case of inconsistencies, Perkins and WIOA Central Office staff will verify the physical check of the equipment at the school site to ensure the results match the equipment inventory.

For assistance with Perkins-funded equipment, please call Gonzalo Perez, CTE Advisor at (213) 241-3719 or by email to gxp4401@lausd.net. For assistance with equipment Purchased through WIOA Title II funds, contact Laura Chardiet, Specialist, WIOA, Title II at (213) 241-3830 or laura.chardiet@lausd.net.

APPROVED:  Donna Brashear, Executive Director

DISTRIBUTION: All Service Areas and Offices, Division of Adult and Career Education

LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION

ADMINISTRATOR ASSURANCES – PERKINS

Period Ending June 30, 2016

Fiscal Year 2015 – 2016

Service Area _____

I hereby certify that the Perkins Section 132 Adult ROC/P Career Technical Education (CTE) inventory was completed pursuant to the following Division Guidelines:

- Division Guideline 117, *Instituting Enhanced Safeguards to Manage Inventory of Equipment Purchased with Federal Funds*, dated April 27, 2016
- Division Guideline 87, *Tracking and Labeling of Equipment Purchased with Carl D. Perkins Career and Technical Education Improvement Act of 2006, Section 132 Funds*, dated April 27, 2016

An inventory of CTE and Perkins purchased equipment will be completed once a year and a copy maintained in the school office with the appropriate supporting documentation and a copy forwarded to the Division of Adult and Career Education CTE/Perkins Unit on the 18th Floor at Central Office. These documents have been retained by the Perkins Advisor or other designee at my location and are available for review.

Administrator's Name (please print or type)

Administrator's Signature

Date

This signed assurance must accompany every inventory form submitted to the Division of Adult and Career Education CTE/Perkins Unit, 18th Floor at Central Office by May 31th of each fiscal year.

Verification of Central Office Review:

Completed By: _____
Print Name

Date: _____

Signature: _____