

Harris County Public Health
Ryan White Grant Administration
Policy and Procedure for Agency Inventory

REVISED DATE: 06/16

Site Visit Guideline 1.22

POLICY:

All items purchased by an agency with Ryan White Part A funds whose cost exceeds \$500.00 (price of equipment plus tax) must be inventoried annually. Ryan White Grant Administration (RWGA) reserves the right to reallocate all equipment valued at \$500 or more in the event of early contract termination.

CRITERIA:

- Prior written approval from RWGA is required for any additions or deletions to approved inventory items
- All inventory items must be kept in good repair
- All inventory items must have original cost and source documentation available in accordance with standard Record Retention Guidelines (see Requisite Site Visit Guideline 1.22)
- All inventory lists should be maintained in accordance with standard Record Retention Guidelines (see Requisite Site Visit Guideline 1.22)
- Inventory items will not include any computer equipment associated with the Centralized Patient Care Data Management System (CPCDMS)
- Any agency having no inventory items purchased with Part A funds is exempt from this policy

PROCEDURES:

Agency is responsible for:

1. Developing and implementing an inventory policy meeting all of the above criteria; this P&P may be incorporated into an existing system that clearly delineates Part A inventory items
2. Maintaining an annual inventory report of equipment and other nonexpendable property purchased with RW Part A funds. A copy of the report should be submitted to RWGA Grants Management at the end of each contract term. The report will also be reviewed during the Annual RWGA Site Visit.

3. Administering a program of maintenance, repair, and protection of equipment purchased with Part A funds to assure full availability and usefulness
4. Ensuring that all equipment purchased with Part A funds are adequately insured to cover any loss, destruction, or damage
5. Using the proceeds from any indemnification, reimbursement, or other compensation resulting from an equipment loss, destruction, or damage to repair or replace said equipment
6. Reporting in writing to RWGA within five (5) business days of the discovery of all lost/stolen inventory items
7. Reporting in writing to RWGA, any inventory item that totally depreciated, has outlived its useful life, or otherwise expired

Ryan White Grant Administration is responsible for:

- Reviewing agency inventory policy
- Reviewing annual inventory report
- Reviewing a random sample of inventory items
- Reviewing random sample of cost and source documentation

Approved by Manager
HCPH – Ryan White Grant Administration

Date