EXHIBIT 2-F

WIC CAPITAL EQUIPMENT INVENTORY LOG

Project Name: _____ Page: _____

Description	Serial or ID #	Purchase Date	Purchase Price	**% Of Cost WIC Funds represent**	Location where asset is used	Remarks

EXHIBIT 2-F

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INSTRUCTIONS FOR USING WIC CAPITAL EQUIPMENT INVENTORY LOG

All equipment purchased with WIC funds, costing more than $5,000.00 and having a useful life of more than one year, must be accounted for on this form. This form is to be reviewed for accuracy and updated at least every 2 years.

Disposal of unused, obsolete Capital Equipment must follow guidance found in USDA CFO Act section 3016.32(e). The State WIC office should be consulted in these matters prior to any disposition of capital assets purchased with WIC funds.

When completing the form, please include as much detail as possible. Log entries should be initialed by the staff person making the entry. The following items are required to be listed:

- Description of asset, including brand name and vendor where purchased.
- Manufacturer's serial number or other identification number. All equipment must have a visible ID number corresponding to the WIC inventory log.
- Purchase date
- Purchase cost
- Percentage of cost paid with WIC funds.
- Location where asset is used.
- In the Remarks box, list any particular conditions or issues surrounding the purchase of this asset.