



CAREERLINK IT EQUIPMENT PURCHASE POLICY

- 1.0 **Purpose.** To standardize and communicate an efficient process for the purchase of IT equipment with Title I WIA funds for use by PA CareerLink staff. This policy has been written in accordance with local needs, Pennsylvania Financial Management Technical Assistance Guide (TAG) 29 CFR 97.36, and OMB Circulars A-102, A-110, and A-122.

- 2.0 **Requirements.** Governing regulations and guidelines include:
 - Workforce Investment Act
 - PA Workforce Investment Information Notice No. 2-00, Change 2
 - Northwest PA Workforce Investment Area Local Plan
 - Northwest PA Workforce Investment Area One Stop Service Plan / Agreements
 - US DOL/ETA One-Stop Comprehensive Financial Management TAG
 - 29 CFR 97.36
 - OMB Circulars A-87, A-102, A-110, and A-122.
 - RCWE Procurement and Property Management Policy (current revision).

- 3.0 **Scope.** All PA CareerLink partners, contractors, and staff shall abide by the following considerations for purchase of IT equipment with Title I WIA funds to be used at each PA CareerLink – IT equipment to be used for administrative purposes offsite at contractor offices shall be purchased out of their own respective budgets:
 - 3.1 All IT equipment purchase requests must be submitted to the RCWE CEO and the fiscal agent for approval. The CEO will determine which equipment to purchase and from which vendor based on user needs. The fiscal agent will determine whether the purchase complies with all relevant guidelines and if sufficient funding is available.
 - 3.2 Equipment purchases must follow the current revision of the RCWE Procurement and Property Management Policy.
 - 3.3 Once approval has been obtained from both the CEO and the fiscal agent, the purchases may be made. All equipment must be tagged with RCWE and/or L&I tags.
 - 3.4 In the event a contractor or partner leaves the PA CareerLink, all IT equipment must be returned to RCWE.
 - 3.5 Each year by June 30, all partners, contractors, and staff must provide a current inventory listing of all equipment and their locations to RCWE.

- 4.0 **Responsibility.**

The responsibility for implementation and oversight of this policy shall reside with the RCWE CEO and the fiscal agent.



5.0 **History.**

Name	Date	Rev. Level	Description of change	Effective Date
Jim Triplett	5/23/2005	A	New Policy	
Deb O'Neil	5/1/ 2009	B	Update logo, content, EO Officer	7/01/2009

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