

**INSTRUCTIONS – FORM WIOA 10
WORKFORCE INNOVATION AND OPPORTUNITYACT
EQUIPMENT INVENTORY LISTING**

General Instructions

WIOA equipment is defined as any item with a useful life of one year or more and a unit cost of \$250 or more. All items acquired in whole or in part with WIOA funds that meet the definition of WIOA equipment must be reported on the Equipment Inventory Listing. Prepare a separate listing for each program, and use additional pages, as necessary. Another form may be substituted if it provides all the information as shown on Form WIOA 10. The Equipment Inventory Listing is a required document for closeout.

The information provided on Form WIOA 10 is only a partial listing of the recordkeeping requirement for WIOA equipment. Bulletin No. 11-17, dated March 24, 2017, provides the policy on property and inventory management. As stipulated, the information listed below must be maintained as part of the inventory records:

- Equipment description;
- Serial number or manufacturer's identifying number;
- Source of funding (WIOA Adult/Youth/DW; PYXX);
- Percentage of federal funding (WIOA 100%);
- Acquisition date;
- Total unit cost (including taxes, shipping, and installation);
- Total WIOA unit cost;
- Property identifying tag number (unique ID number assigned and affixed to the individual equipment item);
- Location;
- Condition and use of the equipment; and
- Disposition information including disposal date and sale price.

Submit Form WIOA 10 quarterly; the report is due no later than thirty (30) calendar days after the end of each quarter and should be submitted to the address shown below:

Department of Labor and Industrial Relations
Administrative Services Offices – WIOA Unit
830 Punchbowl Street, Room 309
Honolulu, Hawaii 96813

Form WIOA 10 is also a required form for closeout.