



# LOS ANGELES COUNTY

## WIA Adult and Dislocated Worker DIRECTIVE

**NUMBER: D-DWA-02-003      SUBJECT: Approval to Purchase Equipment**

**DATE: 08/04/02                      EFFECTIVE DATE: Immediately                      PAGE 1 of 1**

### **TO: ALL LOS ANGELES COUNTY WIA SERVICE PROVIDERS**

The purpose of this Directive is to provide guidance and information regarding the purchase of equipment. Using OMB Circular A-87 as reference, "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of (a) the capitalization level established by the governmental unit for financial statement purposes, or (b) \$5,000".

The Adult and Dislocated Worker Program is using the aforementioned definition with an acquisition cost which equals \$5,000.00

**Therefore, any item of equipment, which is an article of nonexpendable, tangible personal property, having a useful life of more than one year with a cost greater or equal to \$5,000.00 must be submitted to the County for prior approval.**

However, regardless of unit cost, all purchases are affected by 20 CFR Part 667 (e.g., information technology) and the appropriate OMB Circulars and CFR's (e.g., procurement process). Appropriate OMB's and CFR's consist of: OMB A-21, A-87, A-102, A-110, A-133, 29 CFR Part 95, 29 CFR Part 97, 41 CFR Part 31, 45 CFR Part 74 or 48 CFR Chap. 1-31. These OMB Circulars and CFR's can be accessed over the Internet.

Please submit all Equipment Approval Requests to:

Los Angeles County  
Community and Senior Services Department  
3175 West Sixth Street, Box 15  
Los Angeles, CA 90020  
Attn: Ms. Maggie Mireles, Program Manager, Room 304

If you have any questions regarding this Directive, please contact Ms. Maggie Mireles at (213) 738-2198 or email at [mmireles@co.la.ca.us](mailto:mmireles@co.la.ca.us).

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**JOSIE MARQUEZ**, Director  
Employment and Training

