

New Hampshire WIC Policy & Procedure Manual

Chapter 5. NUTRITION SERVICES ADMINISTRATION (NSA) EXPENDITURES

Equipment & Computer Procurement

Purpose	To provide the local agency procedures for approval and procurement of equipment.
Policy	All agencies shall have written authorization from the State prior to using contract funds to purchase computer equipment (including networks) and non-expendable equipment valued at \$500 or more per item, or equipment that will be shared by other programs in parent agency.
Authority	7 CFR 246.24 and 7 CFR 3016.32 (d) (2)
Procedure	<ol style="list-style-type: none">1. The following information shall be submitted in writing on agency letterhead to the State Agency WIC Director or Nutrition Services Manager in advance of purchase. An e-mail including the following information will be adequate:<ol style="list-style-type: none">a. A description of the item to be purchased, including brand nameb. Model numberc. Quantity neededd. Estimated cost (lower bid price or justification for higher price)e. Justification for purchasef. Location of new equipment2. An approval letter will be sent from the State WIC Agency within 5 business days for requests not requiring USDA approval. Expenditures above \$5,000 require USDA regional office approval.3. Upon receipt of approval, equipment may be ordered.4. Upon receipt of the equipment, required information must be added to the State and local agency inventory file.
Exception	N/A
Best Practice	Consult with the State Agency prior to purchasing anthropometric equipment.