

Maine Center for Disease Control and Prevention WIC Nutrition Program

Effective: October 1, 2011

Policy No. FM-15

Local Agency Purchasing Procedures

Authority

7 CFR §3016

2 CFR §200

Policy

1. Local Agencies shall follow their agency procurement procedures for the purchase of goods and services.
2. State Agency approval shall be requested for equipment with a unit cost of \$2,500.00 or more.
3. State Agency approval shall also be requested for all clinic and data processing equipment and contracts for services, regardless of cost.

Procedures

1. Equipment (excluding medical equipment):
 - 1.1. All equipment purchased solely with WIC funds must be used for WIC purposes only.
 - 1.2. Equipment costs and use may be shared with other programs; however documentation must be available for review.
 - 1.3. The Local Agency must request prior approval from the State Agency WIC Director before any equipment is purchased. The request shall include:
 - 1.3.1 A description of the item to be purchased
 - 1.3.2 Quantity
 - 1.3.3 Cost per item
 - 1.3.4 Acknowledgement that the lowest bid is acceptable, or if not acceptable, a detailed statement explaining why the lowest bid is not acceptable.
 - 1.3.5 Justification of need for the item(s) requested
 - 1.4. Allowable office equipment (excluding Automatic Data Processing (ADP) equipment) may only be purchased if funds are available in the Local Agency's current budget.

- 1.5. All equipment purchases must be made in accordance with federal, state regulations, and Local Agency purchasing policies, all of which must be on file at the Local Agency and available for review at the State Agency's discretion.
 - 1.6. As a general rule, an item with a unit cost of \$2,500 or more is considered equipment.
 - 1.7. The Local Agency must report to the State Agency within thirty days of receipt of any equipment, using the Equipment Inventory Form (Appendix FM-15-A).
 - 1.8. All equipment must be asset-tagged using the tags available from the State Agency. Requests for additional tags may be made on monthly supply requests.
2. Medical equipment and medical supplies:
 - 2.1 Purchases of medical equipment and medical supplies are made by the State Agency.
 - 2.2 Local Agencies must submit their medical supply/equipment requests to the State Agency semiannually.
 3. Automated Data Processing (ADP) equipment:
 - 3.1 Local Agencies must receive prior approval from the State Agency before purchasing any ADP equipment.
 4. Supplies (non-medical):
 - 4.1 Supplies are expendable items used in the course of Maine CDC WIC Program activities and are obtained using the Local Agency's purchasing procedures.
 5. Inventory:
 - 5.1 A physical inventory of all equipment whose unit cost equals or exceeds \$100.00 and that was purchased with WIC funds must be conducted, documented on the Equipment Inventory Form (Appendix FM-15-A), and submitted to the State Agency no later than September 30 of each year.
 - 5.2 The inventory must be completed and submitted, regardless of whether or not equipment was purchased during the year.
 - 5.3 The staff person conducting the inventory must sign and date the form.
 - 5.4 In the event equipment is damaged and/or needs to be discarded, the Local Agency must contact the State Agency for disposal options.
 - 5.5 If the equipment has been stolen, a copy of the police report must be included with the inventory form.
 - 5.6 All equipment (damaged, stolen or discarded) must be indicated as such on the Equipment Inventory Form (Appendix FM-15-A).
 6. Rearrangement and/or alteration of facilities:

- 6.1 The cost of rearrangement and/or alteration of facilities, when required specifically for the WIC Program, are allowable with prior approval, provided funding is available.
- 6.2 The following information must be sent to the State Agency, with a narrative description of the alterations:
 - 6.2.1 An estimate of the cost of the work to be done.
 - 6.2.2 The estimated start and completion dates.
 - 6.2.3 A statement certifying that the alterations to be made are necessary and reasonable for proper and efficient administration of the WIC Program.
 - 6.2.4 If the cost of the alterations is to be shared with other funding sources, a description of the method used to prorate the cost equitably among users.
- 6.3 Maintenance and repair should not be included in this cost category.