V. Nutrition Services and Administration

5.1.110 Line Item: Computer Hardware/Software

Authority	2008 7 CFR 246.14(d) & FNS Instr. 808-1, 815-1
Issued	11/1991
Revised	10/2009

POLICY: The local agency (LA) shall budget and bill all purchases of computer hardware and software on the Computer Hardware/Software line item. The LA must obtain prior purchase approval from the state WIC program.

PROCEDURES:

A. The local agency must request written authorization for the purchase of computer hardware equipment or software. When authorization is given, it will specify both:

   1. The piece(s) of equipment approved. This will include specifications recommended for the equipment to work with the system.

   2. The software should be identified and the location of the computer where it will be installed.

   3. The maximum allowable cost.

B. Upon receipt of the authorization, the local agency shall follow local purchasing guidelines and specifications necessary in the purchase authorization.

C. After purchase, the local agency will bill for reimbursement on the Computer Hardware/Software line item. The state agency will reimburse the local agency for the purchase only if the following are listed in the comment section of the On-line Monthly Administrative Cost Invoice:

   1. Item purchased (i.e., monitor, PC, printer, etc.)

   2. Manufacturer name (i.e., IBM, Samsung, etc.)

   3. Serial Number

   4. Model Type or Number

   5. Where equipment is to be housed (i.e., satellite site)

   6. Date the equipment was purchased

D. The state agency will send the WIC inventory tag to the local agency. The tag must be immediately placed on the equipment purchased. If a number of pieces of equipment are purchased, each tag will indicate the piece to which it shall be attached.

E. Documentation of costs and expenditures must be retained as follows:

   1. Purchase invoice and/or receipt.

   2. Authorization letter.

   3. Verification of payment.

   4. Updated inventory record.

F.   Nutrition education costs are not allowable on this line item.