

General Volume
Funding Accountability Section

Line Item: Computer Hardware/Software (1.04300)

ER# 1.04300

Authority 2008 7CFR 246.14(d) & FNS Instr. 808-1, 815-1
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POLICY: The local WIC provider (LWP) shall budget and bill all purchases of computer hardware and software on the Computer Hardware/Software line item. The local WIC provider (LWP) must obtain prior purchase approval from the state WIC program.

PROCEDURES:

- A. The local WIC provider 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 WIC provider shall follow local purchasing guidelines and specifications necessary in the purchase authorization.
- C. After purchase, the local WIC provider will bill for reimbursement on the Computer Hardware/Software line item. The State WIC office will reimburse the local WIC provider 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 WIC Office will send the WIC inventory tag to the local WIC provider. 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.