

<p style="text-align: center;">Nutrition Services Department of State Health Services</p>

Effective January 1, 2011

Policy No. AC:39.0

Allowable Costs-Computers

Policy

The LA may request reimbursement for the cost of computers, printers and computer accessories purchased with prior written approval from the state agency (SA).

Procedures

- I. For all computers and printers and for computer accessories costing more than \$250 per item, the LA shall obtain three bids. The LA shall then submit a written request for approval to the SA with the following required information:
 - A. the item(s) to be purchased including brand name and model;
 - B. the quantity;
 - C. The item specifications including:
 1. type of processor and speed
 2. size of hard drive
 3. type of monitor
 4. type of warranty
 - D. the acquisition cost of the item(s);
 - E. justification of the need to purchase the items;
 - F. an acknowledgement that the low bid is acceptable or justification of best value if low bid id not selected;
 - G. documentation of the written or telephone bids;
 - H. justification if the low bid is not acceptable; and
 - I. an assurance that the procurement process is in compliance with Uniform Grants Management Standards (UGMS) and WIC policies.

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- II. The SA shall review the request for approval.

- III. A written response from the SA indicating approval or disapproval will be transmitted to the LA.