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 is 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.
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.