
340.10**Equipment Purchasing Guidelines****Overview**

Introduction

This policy provides guidelines for purchasing agency equipment, documentation and inventory requirements.

Equipment covered in this policy

Equipment is defined as any item with a cost or value of \$5000 or more, and an anticipated useful life of one year or more. Computer software is excluded from this definition.

Supplies are not included

Items that have an anticipated life of less than a year, such as office supplies, medical supplies, and data system supplies, are not covered by this policy. These items do not require prior approval or inventory records. Charge their costs to the appropriate budget line item.

In this policy

This policy contains the following topics:

Topic	See Page
Budget Considerations	2
Documentation Requirements	3
Selecting Medical Equipment	4

Budget Considerations

Equipment is part of budget

The type and quantity of equipment purchased by the agency must be submitted in writing for approval prior to purchase. The agency budget is responsible for funding all equipment purchases. This includes replacing equipment lost or damaged due to neglect, mistreatment, theft, natural disaster, and malfunctions under normal operating conditions.

Insurance required

Agencies are required to carry adequate insurance to cover replacement costs of equipment.

Determining equipment needs

Equipment needs are based on caseload, clinic volume, service delivery models and communication needs between the state WIC office and WIC agencies. Nutrition consultants can aid their agencies in determining these needs.

Additional equipment may be needed under the following conditions:

- Caseload increases (clinic volume leads to increased number of concurrent clinics or increased staffing needs), or
- Service delivery models change (only if cost-effective).

Note: See policy 330.10 for more information on computer requirements.

Form

Agencies must use the Equipment Acquisition Form to report any equipment purchased (see Policy 340.10a).

Documentation Requirements

Introduction	This section covers requirements for documenting equipment purchases, labeling and inventory, and disposing of equipment.
Document all equipment purchases	Upload a completed Equipment Acquisition form to IowaGrants.gov for each equipment purchase. <u>Note:</u> Manual and electric breast pumps expenses must be completed on the Electronic Expenditure Workbook. See Policy 315.41 for additional guidance.
Label all equipment	Permanently label each item of equipment with the agency ID number and enter the item in the agency's equipment inventory list.
Inventory list	Maintain an inventory list for all equipment \geq \$5000 that includes: <ul style="list-style-type: none">• Description• Location• Acquisition cost• Acquisition date• Funding source• Tag number• Serial number• Disposition date and method (traded in, junked, sold, etc.)
Disposing of equipment	The Department maintains the title to any equipment purchased with grant funds. Contractors must submit a written request to the Department to dispose of equipment (e.g., sold, traded in, or disposed).

Selecting Medical Equipment

Introduction Medical equipment purchased by WIC agencies must meet standards established by the Centers for Disease Control and Prevention. This section provides selection criteria for specific equipment.

Scales Scales must be:

- Adjustable back to zero,
- Accurate at both ends of range,
- Able to reproduce weights to within 10 grams,
- Durable and easy to maintain, and
- Pediatric scales must be accurate to within 0.5 ounces and adult scales must be accurate to within 4 ounces.

Stature boards Stature boards must be:

- Readable to the nearest one-eighth inch,
- Made of functional, durable, and easy-to-clean materials, and
- Made with no sharp edges, exposed screws or unfinished parts.

Note: Wall-mounted devices must be permanently attached to a wall without a baseboard. Measuring rods on physicians' scales are not approved for measuring height.

Length boards Length boards must have a rigid headboard and movable footboard and must be:

- Readable to the nearest one-eighth inch,
- Made of functional, durable, and easy-to-clean materials, and
- Made with no sharp edges, exposed screws or unfinished parts.

Hemo-globinometers The HemoCue and Pronto (noninvasive) brands are the only approved hemoglobinometers for use in WIC clinics.

Cleaning equipment Follow manufacturers' instructions for cleaning and maintaining equipment. See Policy 360.65 for cleaning clinic and equipment.

Reference A Review of Selected Anthropometric and Hematologic Instruments Used in Nutrition Assessment, by the U.S. Department of Health, Education and Welfare, Public Health Service, Centers for Disease Control, 1979.
