

<p style="text-align: center;"><b>Texas WIC</b> <b>Health and Human Services Commission</b></p>
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Effective June 1, 2002

Policy No. AC:36.0

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## **Sale or Distribution of Property**

### **Purpose**

To ensure proper accountability of property either provided by the federal government or purchased in whole or in part with federal funds.

### **Authority**

7 CFR Part 3016; OMB Circular A-102 Subpart A

### **Policy**

The local agency (LA) shall obtain prior written approval from the state agency (SA) before the sale or disposition of any equipment purchased with funds from the Special Supplemental Nutrition Program for Women, Infants and Children, or equipment purchased by the SA regardless of cost.

### **Procedures**

- I. The LA shall submit a written request to the SA of the equipment to be sold or disposed. The request shall include a description of the property, identification or inventory number (if applicable), purchase date or approximate equipment age, purchase price and current condition of the property.
  
- II. The SA shall respond with instructions to account for the sale or disposition of the property in accordance with OMB Circular A-102, Subpart A §3016.36.