

<b>Texas WIC Health and Human Services Commission</b>
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Effective January 1, 2011

Policy No. AC:39.0

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### **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.