

UC CalFresh Guidelines for Equipment Purchasing



| PRIOR to the Purchase | Once Equipment is Received | UC CalFresh Inventory | Additional Information | Additional Resources |
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| County should use the standard means of procuring non-inventoried equipment (either UCDBuy, purchase orders through DAFIS, etc.). All procurement, vendor payment, and inventorying is handled at the regional or county level. | Upon delivery of the equipment or full order, immediately send a copy of the Final Invoice to the State Office. | ADD all new and or newly aquired equipment to the UC CalFresh Equipment Inventory List [see resources] . (this includes equipment re-purposed to the county from the State Office). | All equipment budgeted for in the current UC CalFresh fiscal year is pre-approved and may be purchased. | For more information on UCD Equipment purchases and CAMS, please visit the UCD Accounting website. |
| Ensure equipment is budgeted for in the current fiscal year's USDA approved budget. If not please contact the State Office for reviewe and approval of your request. | Verify that the order is complete and "received in full" and that the charge(s) on the invoice are correct for what was received. | Included on inventory should be: County Fiscal Year or Date Aquired MAKE (i.e., Dell, Xerox etc.) Type of Equipment (Laptop, Printer etc.) STAFF/POSITION Assigned to: (PRI-Name) NOTES | Counties should review their budget and check for pre-approved equipment before requesting the purchase of new equipment from the State Office. | ANR Equipment Inventory Policy |
| Submit a cost estimate and specifications of equipment being purchased to the State Office, including at least a four year warranty period. (This is a requirement for all computers) | The invoice needs to say " Invoice " on it with a zero balance . An order confirmation or packing slip with the pricing due is not sufficient. Please do not send us anything at the time of ordering. | Source of Information Updated (enter a date) COST CAMs # | | UC CalFresh Equipment Inventory List |
| The State Office will send an approval in writing for purchase of the equipment. | If the vendor did not include or send an invoice; call the vendor to obtain an invoice. | Dispose of all equipment according to UCD/ANR Policy (See Additional Resources) Make a notation on the inventory list that the equipment has been disposed of. | | |
| Use the sub-account "NCEQP" for the equipment charge. | The original order receipt & P-card transmittal sheet sent to BOC-K & the State Office at the time of the order is not sufficient documentation. (It is not a requirement, but it would be better if you attached the packing slip to the final invoice and sent both to the State Office.) | | | |
| | If it is not possible to obtain an invoice please contact the State Office know so that a notation can be made. | | | |