

Equipment Purchasing

- I. The purchase of all medical equipment, furniture, fixtures and computer hardware (computers, printers, etc.) with an individual purchase price over \$5,000 or a grouping of purchases totaling over \$5,000 must be approved by the State WIC office.

- II. Purchase Approval.
 - a. Collect at least two price quotes from different companies.

 - b. Write a letter to the State WIC Program Manager. Include the following in the letter:
 - i. brand name of equipment
 - ii. model number
 - iii. quantity needed
 - iv. estimated cost (lower bid price or justification for higher price)
supplier
 - v. justification for purchase
 - vi. where new equipment will be located

 - c. An approval letter will be sent from the State WIC Office. Keep this letter on file.

 - d. Order equipment. Add equipment information to inventory file.

- III. Equipment Criteria. The following criteria should be considered in evaluating the safety, practicality, and accuracy of equipment:

Equipment	Criteria
Infant scale - mechanical	<ul style="list-style-type: none"> • balance beam scale with tray • non-detachable, free-sliding weights • zeroing mechanism (screw type) • can be read easily • records to 1/2 oz or 10 gm • can be cleaned easily • no sharp edges on tray
Infant scale - digital	<ul style="list-style-type: none"> • durable, sensitive, accurate and reliable • automatically zero in between weights • can be read easily • records to 1/2 oz or 10 gm • can be cleaned easily • no sharp edges on tray
Adult scales - mechanical	<ul style="list-style-type: none"> • upright platform beam balance • non-detachable, free-sliding weights • zeroing mechanism (screw type) • records to 1/4 lb. or 0.1 kg • can be easily read • sturdy and functional
Adult scales - digital	<ul style="list-style-type: none"> • durable, sensitive, accurate and reliable • automatically zeroes in between weights • records to 1/4 lb. or 0.1 kg • can be easily read • sturdy and functional
Infant length measuring board	<ul style="list-style-type: none"> • rigid headboard • movable foot board • measuring device marked to 1/8 inch • no sharp edges or unfinished parts • no loose joints • sturdy and functional • easily cleaned • measurements can easily be read • device can be calibrated
Adult height measuring board	<ul style="list-style-type: none"> • measuring device readable to 1/8 inch • measuring device perpendicular to floor • measuring device securely attached to wall • durable and easy to clean • no sharp edges or unfinished parts • measurements can be easily read • movable headboard at least 6 inches wide • measuring device cannot be stretched • device can be calibrated