

WASHINGTON STATE WIC NUTRITION PROGRAM



Washington State WIC Manual
Notice of Revision



Date: 5/31/2022

Notice Number: 2022-05

<input type="checkbox"/> Volume 1	<input checked="" type="checkbox"/> Volume 2
Chapter: 5 – Purchasing and Inventory	
Effective Date: June 15, 2022	
Type of Action/Change: <input checked="" type="checkbox"/> Supersedes <input type="checkbox"/> New <input type="checkbox"/> Delete	
Section: See Table of Revisions	
If you have questions about this revision or wish additional copies, call or write:	
<p>Department of Health Washington WIC Program P.O. Box 47886 Olympia WA 98504-7886 Call: 1-800-841-1410</p>	

Explanation of Revisions:

- This chapter was revised to align with current policy, procedures and practices with Cascades.
- This chapter was approved by Food and Nutrition Services (FNS) and is final.
- We revised this chapter extensively. Please review it in its entirety.

This institution is an equal opportunity provider.
Washington WIC doesn't discriminate.



Volume 2, Chapter 5 – Purchasing and Inventory

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Policy/Page	Revision	Comments
Through-out chapter	<p>Overarching changes:</p> <ul style="list-style-type: none"> • This chapter was re-written to provide clarity and simplify the purchasing process and inventory requirements. • Updated chapter to be consistent with federal regulations and state laws. 	
Definitions p. 1 - 4	Added	
Determine Allowability and Need for Prior Approval p. 6	<p>New Policy</p> <p>Staff must use the Allowable Cost & Prior Approval Decision Tree Chart to determine if the purchase is allowable and if prior approval is required before using WIC federal funds for purchases.</p>	Moved to this chapter from Volume 2, Chapter 8 – Electronic Devices, Security, and Service Interruption Plan.
Code of Conduct p. 8	<p>New Policy</p> <p>The local agency must write and follow a written code of conduct policy to guide staff who purchase and manage supplies, services, and equipment with WIC funds.</p>	
Purchase Procedures p. 9 - 10	<p>New Policy</p> <p>Staff must follow written purchasing procedures that describe how to:</p> <ul style="list-style-type: none"> • Purchase supplies, services, and equipment when using WIC funds, and; • Adhere to federal, state, local, and tribal laws and regulations. (2 CFR 200.318 & .334) (RCW 39.26). 	
Micro Purchase Process p. 13	<p>New Policy</p> <p>Staff may use the Micro Purchase Process to purchase supplies or services with a combined total amount that is less than \$10,000. The local agency may choose to follow the Small or Formal Purchase Processes. (2 CFR 200.320(a)(1))</p> <p>Note: Do not break the purchase into smaller amounts or into multiple purchases to meet the micro-purchase or small purchase threshold.</p> <p>Regardless of price, the Small Purchase Process must be followed to purchase vehicles and electronic devices.</p>	

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<p>Small Purchase Process p. 14 - 16</p>	<p>New Policy Staff must use the Small Purchase Process when purchasing supplies, services, equipment, or other property with an acquisition cost that is more than \$10,000 but less than \$250,000. Staff may choose to use the Formal Purchase Process. (2 CFR 200.320(a)(2)) Vehicle and electronic device purchases must follow this process. All purchases require new quotes. Note: Do not break the purchase into smaller amounts or into multiple purchases to meet the micro-purchase or small purchase threshold.</p>	
<p>Formal Purchase Process p. 17</p>	<p>Updated policy for clarity Staff must work with the State WIC office to use the Formal Purchase Process. The Formal Purchase Process is used when purchasing services, equipment, or other property with a per unit acquisition cost that is \$250,000 or more. (2 CFR 200.320(b)) Note: The local agency may set a more restrictive formal purchasing threshold. Note: Do not break the purchase into smaller amounts or into multiple purchases to meet the micro-purchase or small purchase threshold.</p>	
<p>Purchase and Inventory Electronic Devices p. 18 - 19</p>	<p>New Policy Staff must: 1. Follow the Small Purchase Process policy outlined in this chapter. 2. Comply with policies in Volume 2, Chapter 8 – Electronic Devices, Security, and Service Interruption Plan: Note: OFM Policy 30.40.20 considers all electronic devices as small and attractive items. It also requires that electronic devices with a total per unit acquisition cost of \$300 or more are added to the inventory log and be inventoried annually. Review the OFM policy for detailed information.</p>	<p>Moved to this chapter from Volume 2, Chapter 8 – Electronic Devices, Security, and Service Interruption Plan.</p>
<p>Purchase and Maintain Vehicles p. 20 - 21</p>	<p>New Policy: Staff must:</p>	<p>Moved to this chapter from Volume 2, Chapter 8 –</p>

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	<ol style="list-style-type: none"> 1. Obtain prior written approval from the State WIC office before purchasing vehicles. (2 CFR 200.439), regardless of price. 2. Follow the Small Purchase Process, regardless of price. 3. Prorate the purchase price and maintenance of the vehicle among all programs using the vehicle. <p>Note: Costs incurred for maintaining the vehicle to keep it in an efficient operating condition are allowable. Insurance and registration costs are allowable. Maintenance includes fuel, oil changes, tire rotations, new tires, windshield replacements, tune-ups, etc. (2 CFR 200.452)</p>	<p>Electronic Devices, Security, and Service Interruption Plan.</p>
<p>Purchase Capital Assets, Land and Improvements p. 22</p>	<p>Updated policy for clarity: Staff must work with the State WIC office before purchasing capital assets. Capital assets include buildings, land, and improvements to buildings or land, that materially increase their value or useful life that cost more than \$5,000. When a multi-phased capital improvement project is planned, the total cost of the project must be submitted as a unit for approval. This also includes rental costs of real property and equipment. (2 CFR 200.439 and .465).</p>	
<p>Lost, Stolen or Destroyed Electronic Devices (on loan from DOH) p. 25 - 26</p>	<p>New policy: Staff must:</p> <ul style="list-style-type: none"> • Immediately report any stolen state-owned electronic equipment to their local police. • Report lost, stolen, or destroyed state-owned electronic equipment to the State WIC IT Service Desk and the Local Program Consultant (LPC) within one business day. • Provide a copy of police report to State WIC IT Service Desk as soon as available. • Work with the LPC on a plan for notifying participants about the breach in security 	<p>Moved to this chapter from Volume 2, Chapter 8 – Electronic Devices, Security, and Service Interruption Plan.</p>

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	<p>if participant information was on the equipment.</p> <ul style="list-style-type: none"> • See Volume 1, Chapter 25 - Legal Considerations and Confidentiality for more information. • Report the plan to correct the situation which allowed equipment to be stolen or lost. 	
<p>Lost, Stolen, Damaged or Destroyed Electronic Devices (local agency owned) p. 28</p>	<p>New Policy: Staff must notify the State WIC office within 24 hours if there is a possible breach of participant information.</p>	<p>Moved to this chapter from Volume 2, Chapter 8 – Electronic Devices, Security, and Service Interruption Plan.</p>
<p>Significant Damage to Capital Assets, Land and Improvements p. 29</p>	<p>New Policy: Staff must notify the Local Program Consultant (LPC) in writing when there is significant damage to Capital Assets, Land, and Improvements. Significant damage is defined as partial to total loss of the asset.</p>	
<p>Appendix p. 34 - 48</p>	<p>Added:</p> <ul style="list-style-type: none"> • Allowable Cost & Prior Approval Decision Tree Chart • Purchasing Approval and/or Additional Funding Request Form • Inventory Log • Inventory Log example • Small Purchase Process – Request for Quotes form and instructions • Small Purchase Process example • FNS Instructions Guidance to Complete FNS Instruction 813-1, Exhibits A & B • LA Worksheet for FNS Instruction 813.1 Exhibit A (Purchase) • LA Worksheet for FNS Instruction 813-1 Exhibit A (Renovate) <p>Internet use on state owned electronic devices is for WIC business only. Staff must not use state owned electronic devices to access the internet for personal use. If there's a question about a specific website used for WIC business, staff must request clarification and approval from state WIC staff prior to accessing the website.</p>	

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	Follow the local internet policy if more restrictive.	