CHAPTER 10: Equipment

Policy: Sites will provide CDA with consistent information regarding the acquisition, ownership and disposition of equipment purchased with MSSP funds.

Purpose: This chapter sets forth policies and procedures regarding acquisition, ownership and disposition of site equipment purchased with MSSP funds.

References:

- CDA Standard Agreement (Site Contract)

10.000 Ownership of Equipment

Any site equipment purchased with funds supplied under the Waiver is the property of the State. Sites are required to follow State procedures regarding acquisition, inventory, control and disposition of equipment, and payment for administrative services (office machine repair).

Total projected costs for equipment purchases over $5000* must be listed on the Budget Exhibit B. The actual description of the proposed equipment must also be listed under Equipment Tab if known prior to the start of a Fiscal Year.

For equipment purchases not detailed on the initial site budget, sites must submit a written request specifying the following:

- The need for the equipment;
- Detailed description (including model number);
- Cost;
- Proposed usage (staff, program activity);
- Source of funds for payment; and
- Method of disposal for equipment to be replaced, if any.

CDA will review the request and the site will be notified of the decision approving or denying the request.

Equipment and supplies purchased with Waiver Service funds for individual participants become the property of the participant.

*All networkable equipment, regardless of cost, is subject to approval prior to purchase and should be listed on the appropriate line of the budget and also on the equipment tab (Section 10.100, Computer/Peripheral/Software Purchases).

10.100 Computer/Peripheral/Software Purchases

Sites must first obtain approval from CDA prior to the purchase of any computers and/or other networkable items (software, peripherals, smartphones). This requirement must be satisfied regardless of the cost of the equipment. The site may include the proposed

equipment purchases on the proposed Budget Exhibit B for the Fiscal Year which, if approved, would by inclusion provide authorization.

10.200 Year-End Purchases

In order to claim reimbursement for equipment/services in the fiscal year in which they were ordered, the site must take delivery of the equipment and/or service within that fiscal year no later than June 30. If only partial delivery is made, only the portion that was delivered before the end of the fiscal year can be claimed. Payment to vendors for all equipment and/or services delivered in any fiscal year must be made within 90 days after the end of the fiscal year.

10.300 Equipment Inventory

All sites purchasing site equipment with MSSP funds, regardless of cost, must maintain an internal inventory control system providing accountability for such equipment. The inventory control system shall record, at a minimum, the following information when property is acquired:

- Date acquired;
- Property description (include model number);
- Property identification number (serial number);
- Cost or other basis of valuation;
- Funding source; and
- Rate of depreciation or depreciation schedule, if applicable.

CDA requires that acquisition of property (defined in the current site contract as anything other than “consumable office supplies”) be reported to CDA using the Property Acquisition (CDA 9023A) form (Appendix 46).

All property equipment listed on form CDA 9023A must be tagged with a unique number identifier. Sites may use their own inventory tagging system or request CDA inventory tags. For sites opting to use CDA tags, please contact Business Management Section(BMS). In either instance, the site is responsible for maintaining a tracking system that aligns with all purchased property until such time as equipment is disposed (Section 10.400, Equipment Disposal).

The Program Property Certification form (CDA 9024) must be submitted to CDA on an annual basis upon the close of each Fiscal Year. Timelines for submission will be listed on the Reporting Due Dates form that is provided to sites each year.

10.400 Equipment Disposal

Sites must obtain approval from CDA prior to the disposal of any State-owned property regardless of the acquisition value. Disposition, which includes sale, trade-in, discarding, or transfer to another agency may not occur until approval is received from CDA. The Contractor shall use the Request to Dispose of Property form (CDA 248) to request disposal.