

Managing Equipment

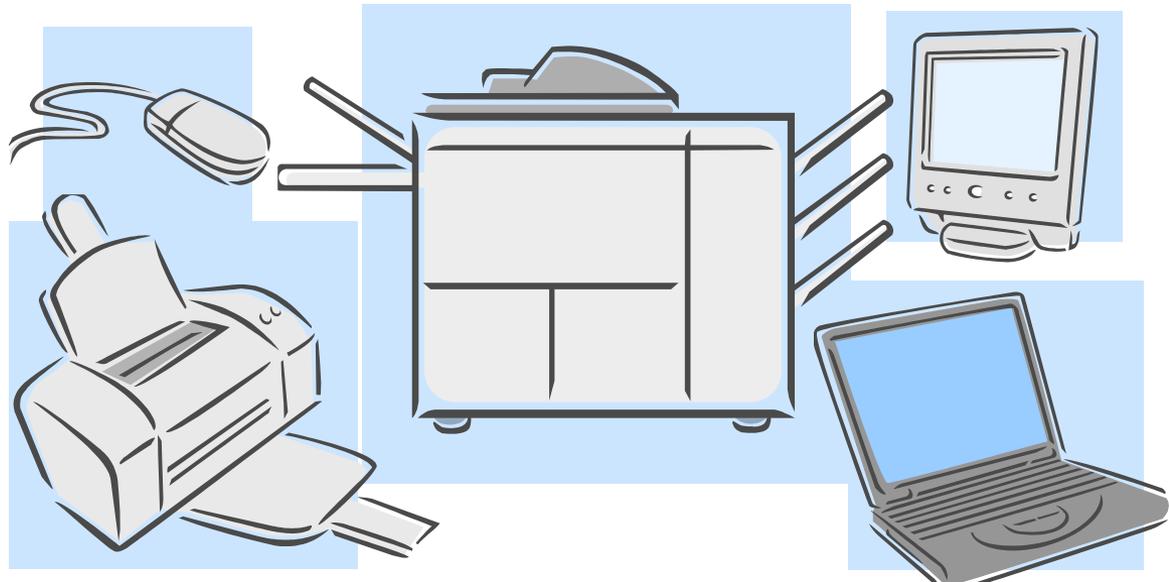


Equipment

- Non-expendable property used to conduct eligible CalFresh Outreach activities.
- Items such as:
 - Computers, monitors, scanners, printers, DVD players, cameras, calculators, office furniture, etc.
- Equipment shared with other programs must be prorated.

Equipment

- All equipment purchased solely or partially with contract funds belong to the state and may be retrieved upon termination of the contract.



Cell Phone Purchases

- Unallowable expense
- Some exceptions are allowed by USDA
 - Contact your PA



Authority and Guidance

- USDA Guidance:
 - Allows for the purchase of office equipment and gives the state authority to approve equipment costing less than \$5000.
 - Requires inventory records be maintained for all equipment paid for (**fully or partially**) with Federal funds.

Authority and Guidance

- Equipment not approved during the contracting process must be approved by your PA.
- Treatment and disposition of equipment less than \$5000 is managed in accordance with CDSS property management requirements and procedures.
- USDA requires a physical inventory every **2 years.**

State Guidelines

- Requirements
 - Registration, tagging, tracking and disposition of broken or outdated equipment
 - Each contractor must designate an Equipment Custodian (EC)

Pre-Approval for New Equipment Purchases

- Contact your PA to receive written approval **before** making an equipment purchase not already approved in your contract.

On your letterhead, submit an official request to your PA

Your PA will review the request and, if necessary, forward the request to USDA

Your PA will contact you if additional information is required

If approval is given, follow procedure for New Equipment Purchases

New Equipment Purchases

- Notify your PA of an equipment purchase by including a copy of the purchase receipt with the invoice for the month in which the equipment is purchased. Receipt must **clearly** show:
 - Delivery or purchase date
 - Item description
 - Model number
 - Serial number
 - Price paid

New Equipment Purchases: Next Steps

Property Transaction Form AA113 must accompany purchase receipt when submitting an invoice

Your PA will register the purchase with CDSS Property Unit

Your PA will then return the Form and equipment tags to your Equipment Custodian

When you receive this, affix the bar code to the front right corner of the new equipment

Sign and email a copy of Form AA 113 to your PA

When Lending Equipment to a Subcontractor

- Transferred or loaned for 1 month or longer:
 - Complete the Equipment Transfer Notice Form [GEN 337](#).
 - Return the original to your PA.

Disposal of Broken or Outdated Equipment

- Complete a Property Survey Report Form STD 152 and return it to your PA.

Your PA will submit the form to the CDSS Property Unit

The Property Unit will submit the form to Department of General Services (DGS)

Upon approval, the form will be returned to the contractor

Your EC must:

1. properly dispose equipment
2. sign certification of disposition
3. return the signed form and property tags to your PA

The PA will forward the form and property tags to the CDSS Property Unit

Reporting Stolen, Lost or Missing Equipment

- Complete a CDSS incident Report Form [Gen1311](#).
- E-mail a copy to CDSSADMMSSBSHS@dss.ca.gov
 - Cc your PA
- CDSS will determine next steps.

Physical Inventory

- Must take place at the end of each two year contract.
- Your PA will forward your EC three documents:
 - Property Database Report – Equipment
 - Property Database Report – Furniture
 - Inventory Add Sheets

Physical Inventory

- Your EC will:
 - Locate and check off items as they are found
 - Leave unchecked items not found
 - Add to the Inventory Add sheets equipment and furniture previously missed or with a lost barcode
 - Return reports and add sheets to your PA



Where to Find the Information

- <http://www.cdss.ca.gov/calfreshoutreach/>

Questions?

