

## 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 2 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:

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