

Procurement and Property Management**Policy No. NSA- 500.05**

Effective Date: October 1, 2016

No. of pages: 2

Policy

Georgia WIC conducts all procurement and property management processes in compliance with 2 CFR Subpart D Post Federal Award Requirements, Property Standards and Procurement Standards.

Purpose

This policy identifies and describes procedures for procurement conducted and management of property acquired by the WIC program.

Procedures

- I. Procurement – Georgia WIC adheres to [DPH's Procurement Policy and Procedures Policy PR-11001](#). This policy delineates the procurement procedures of the state with which the Department and program must comply. These procedures comply with 2 CFR Subpart D, Procurement Standards.
 - A. To further insure all state and local agency purchases comply with requisite USDA guidance, Georgia WIC purchases are made through the completion of the [Georgia WIC Request to Purchase Form](#). This form includes instruction for completion. This form incorporates guidance detailed in the WIC Final Policy Memorandum 98-3, Non-Computer Equipment Purchases Less Than \$25,000 and FNS Handbook 901.
 - B. To implement comparable policy at the Local Agency level, DPH includes requirements in its Contract with the County Boards of Health section 19. County Purchasing Activity. This section requires counties have in place a current purchasing policy that does not conflict with any Federal, State or local law.
- II. Property Management – Georgia WIC adheres to [DPH's Asset Management Policy AM-01001](#). This policy delineates the property management procedures of the state with which the Department and program must comply. These procedures comply with 2 CFR Subpart D, Property Standards.

To implement comparable policy at the Local Agency level, DPH includes requirements in its Contract with the County Boards of Health section 10. Property Management Requirements.

Effective Date: October 1, 2016

No. of pages: 2

Authority

2 CFR Subpart D Post Federal Award Requirements, Property Standards and Procurement Standards

DPH Procurement Services Policy and Procedures Policy PR-11001

[Georgia WIC Request to Purchase Form](#)

WIC Final Policy Memorandum 98-3, Non-Computer Equipment Purchases Less Than \$25,000

FNS Handbook 901

Contract Between The Department of Public Health and County Board of Health

[DPH Asset Management Policy AM-01001](#)

Definitions/Supporting Information

(None)