

**KWIC Equipment
Purchase or Replacement Questionnaire**

APPENDIX 10

Read Policy [ADM 07.05.00 KWIC Equipment Purchase, Warranty and Repair](#)

Have you read the policy? YES NO

Is the equipment you want to replace under warranty? YES NO

Fill out as much as you can before contacting your State Agency lead to request computer equipment replacement.

CLINIC:

DATE:

REQUESTING PERSON:

EMERGENCY REQUEST YES NO

EXPLAIN:

If marking YES to the Emergency Request field, this means your clinic cannot function without this equipment. If you are rescheduling appointments because of equipment failure, this is an emergency request. For emergencies, the State Agency will ship replacement equipment from the stock on hand. In all other situations, standard procedures and shipping will be used.

NEW EQUIPMENT REQUEST	<input type="checkbox"/> Laptop	<input type="checkbox"/> Laptop Lock <input type="checkbox"/> Carrying Bag	<input type="checkbox"/> Electronic Signature Pad
	<input type="checkbox"/> Laptop Docking Station	<input type="checkbox"/> Monitor	MICR Printer: <input type="checkbox"/> Large (550 Sheet Drawer) <input type="checkbox"/> Small (250 Sheet Drawer)
	<input type="checkbox"/> Desktop PC (includes keyboard and mouse)	<input type="checkbox"/> Desktop PC (tower only)	Do you need a second drawer for your MICR printer? <input type="checkbox"/> Yes <input type="checkbox"/> No

If applicable, what is the **old** equipment being replaced?
Refer to [ADM 02.03.07](#) for disposal of old equipment.

Item: _____
Inventory Number: _____

Printer Model: _____
Inventory Number: _____

As of 4/1/2015, the State Agency will no longer supply software to Local Agencies. Local Agencies should purchase **Microsoft Office – Business Edition** and **Norton Antivirus** as needed through local retail outlets or online. Software costs are reimbursable and should be listed in the monthly WIC affidavit.

When replacing a computer, software that is installed on the old computer may be transferred to the new computer using the software installation disc sent to you by the State Agency. Local Agencies should have the original installation discs along with the correct key code as provided by the State Agency. The software can be installed on the new computer. If Local Agencies do not have the original software, they should purchase what is needed.

1. What is wrong with the equipment being replaced? Why does it need to be replaced? Describe any technical expertise that was used to evaluate the equipment and determined a need for replacement.

Explain:

2. Is the equipment used 100% for WIC? Yes No

If no, a cost allocation plan must be used to determine the percentage of the cost that WIC is responsible for.

Attach or explain:

3. Who purchased the original equipment?

State Agency Local Agency

4. What program paid for the original equipment? The WIC program? Another public health program?

Explain:

5. Is the state agency or the local agency making this purchase?

State Agency

Local Agency

6. If purchased by the SA, where should the new equipment be sent?

Shipping address:

7. How does the local agency plan to dispose of the old equipment? The county MUST have a computer disposal process that includes cleaning the hard drive before disposal.

Explain:

Additional information not previously covered:

State Agency will fill out below:

SA Lead Signature:

SA Lead Comments:

APPROVED DISAPPROVED

DATE:

State IT Manager Signature:

State IT Manager Comments:

APPROVED DISAPPROVED

DATE:

Date equipment ordered:

Date equipment shipped: