



EQUIPMENT AND CAPITAL POLICY

Equipment and capital purchased with Commission funds must be used to support children 0-5 years old and their families in Fresno County per the intent of the contractual agreement.

- Equipment is defined as: non-consumable items with a purchase value of \$1,000 to \$5,000 per item or in aggregate.
- Capital is defined as: non-consumable items with a purchase price of \$5,001 or more per item or in aggregate.

“In aggregate” means more than one item of the same equipment or a system with multiple components. For example: the purchase of five chairs. Individually a chair costs \$200 and the total cost of the five chairs is \$1,000.

Equipment and capital requests must be submitted in writing and approved by the Commission prior to any purchase. If the request is approved, the purchase must be made within 60 days. In order to be reimbursed for the purchase, Service Providers must submit the original invoice/receipt and packing slip with the financial report. The Commission will track and verify equipment throughout the duration of the contract.

Service Providers are required to maintain an inventory list of Commission equipment, which at minimum should include:

- Name of item
- Date of purchase
- Quantity
- Cost
- Serial number
- Exact location of the equipment

Commission staff will verify serial numbers, description, location and user of the equipment during the Annual Contract Review and document any discrepancies. Any changes in the equipment status (e.g. location and/or assignment to staff) must be forwarded to the Commission. For contract closing requirements regarding equipment, please refer to the First 5 Fresno County Service Provider or Supportive Services Manual.