**Policy**

The Bureau of Services to the Blind and Visually Impaired (BSBVI) will ensure that all equipment purchases and repairs are accomplished in accordance with the requirements of NAC 426 and the Rehabilitation Division Accounting Manual and that all State-owned equipment valued at or above the amount designated in the State Administrative Manual (S.A.M,) is properly tagged and identified as State Property. The Operator shall not add to, modify, remove or replace any equipment without the written approval of the Bureau, per NAC 426.300 (3).

Definition: Written approval can be done on a pre-authorization basis or as post approval within 72 hours in case of documented emergencies.

**Procedure**

1. Equipment

Equipment may be purchased a) by the bureau for the facility or b) by the operator utilizing the operator’s business account.

Purchases by the operator, utilizing their business account requires written pre-authorization or post approval within 72 hours in case of documented emergencies and approved by the Program Chief if it is to be deducted as an expense item on the monthly Profit and Loss Statement.

BEN staff will request a state ID tag from the State Purchasing Division immediately upon the receipt of Bureau purchased equipment. The BEO II or designee is responsible for the attachment of the State ID tag to the item of equipment immediately upon receipt of the tag from State Purchasing.

BEN staff will maintain an inventory record of equipment furnished by the bureau. If there are any changes to those items, the Operator will receive a receipt of equipment removal. This receipt must be signed and dated by the operator and BEO staff person and a copy of this receipt will be provided to the Operator, to the Program Chief, and to the file.

The BEO is responsible for maintaining a database to ensure that all equipment is listed on the inventory of the facility and that this inventory is updated routinely, but not less than annually. Updated inventory records will be signed and dated by the operator and BEO staff person and a copy of this document will be provided to the Operator, the Program Chief, and to the file.

To generate purchase of equipment, the BEN staff will complete the appropriate approval form, ensuring that the purchase is justified.

2. Repair and Replacement

BSBVI will assume responsibility for all the normal repair of state equipment. If the bureau determines that it is necessary or appropriate to replace equipment, this will be completed via purchase order, if money is available.

To generate repair of equipment, BEN staff will complete the appropriate processing and approval forms, ensuring that the repair is justified, approved and funds are available. A purchase order will be completed by BEN staff to companies under contract to perform the specified repairs.

An Operator that causes a repair to be completed by a company not under contract by BSBVI, and/or the repair is not within budget authority or contract limits, assumes all responsibility for payment of the costs, and these costs will not be offset by an adjustment to set aside payments.

In case of documented emergencies, an operator that causes a repair to be completed must ensure that the company contact to make the repair is currently under contract with BSBVI to provide this specific service. The Operator must request post approval from the bureau within 72 hours. However, post approval may be denied if the cost of the emergency repair exceeds budget authority or contract limits. If post approval is denied, the Operator assumes full responsibility for payment of costs, and these costs will not be offset by an adjustment to set aside payments.

The Operator will assume responsibility for the daily maintenance of equipment furnished by the bureau. The Operator will arrange for and pay for any repairs that result from the operator’s negligence or abuse of the equipment. The cost of repair will not be offset by an adjustment to set aside payments unless prior approval is given by the Bureau.

The Operator must retain all repair records.