

Indiana WIC Program
Indiana State Department of Health

Supplies and Printing

Policy

Local Agencies (LAs) may request reimbursement for the cost of expendable supplies and printing which are reasonable, necessary and directly supports the WIC Program.

Authority

7CFR Part 3016, OMB Circulars A-87, A-102, A-110, A-122, A-133, ASMB C-10

Procedures

- I. Supplies include both medical and office supplies which cost less than \$500 and include but are not limited to the following:
 - A. Program medical supplies such as bandages, lancets, etc.
 - B. Microcuvettes
 - C. Office supplies such as copy paper, toner, pens, etc.
 - D. Cleaning supplies such as paper towels, cleaning products, etc.
 - E. Printing
 - F. Shipping/Postage

- II. LA must:
 - A. Keep supporting documentation such as an invoice or bill.
 - B. Claim these expenses in the "Supplies" line item.
 - C. Submit receipts with the monthly claim voucher.