

**Minnesota Department of Agriculture
Food and Feed Safety Division**

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Version #: 1	Effective Date: 11/08/2016
Title: Optional Equipment Request Policy	

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1. PURPOSE

The purpose of this policy is to provide guidance to all division staff regarding the request for optional or specialized equipment.

2. SCOPE

This policy applies to all division staff of the MN Department of Agriculture's (MDA) Food and Feed Safety Division (FFSD).

3. POLICY

Equipment Request Procedures

Field Staff

If optional inspection equipment such as data loggers, light meters, or pH meters may be deemed necessary for an inspection, contact the supervisor to provide information such as the purpose of the inspection, the requirement for needing the equipment, and to determine the availability of the equipment.

All Other Division Staff

If specialized office equipment is deemed necessary, such as paper shredders, contact the supervisor to provide information such as the purpose of the equipment and how the equipment will assist the employee in their job duties.

Equipment Approval Procedure

Division Supervisors

Review employee request for optional or specialized equipment when received. Determine if the request will be filled based on the availability of the equipment, the program's policy on use of the equipment, and the cost associated with obtaining the equipment. Contact the Administrative Support Unit Supervisor with specifics regarding purchase including required forms. If equipment costs exceed \$1000, approval must be received from the Division Director prior to purchase. Provide the Administrative Support Unit the funding string(s) that will be used to pay for the equipment.

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Division Director

Review requests for equipment purchases that exceed \$1000. Upon completing the review, inform the requesting supervisor of the decision.

Administrative Support Unit

Assist division staff in identifying sources for requested equipment as needed and request quotes of different options. Complete required expense forms if not done so by the requesting party.

4. RESPONSIBILITY

Division Director – The Division Director review all policies and procedures and issue final approval of all division-wide policies and procedures.

Division Staff – The Division Staff will request optional equipment as needed and provide reason and purpose of the equipment.

Division Supervisors – The Division Supervisors will review all requests for equipment, approve or deny equipment valued at \$1,000 or less, and submit additional request to the Division Director for all equipment requests valued above \$1,000.

Administrative Support Unit Supervisor – The Administrative Support Unit Supervisor will assist in research of equipment options and obtain quotes for options.

Administrative Support Unit Staff: The Administrative Support Unit staff will order approved equipment and provide guidance or complete required forms.

5. RELATED DOCUMENTS (includes References, Attachments)

N/A

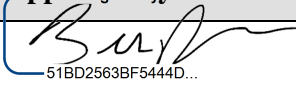
6. CIRCULATION

This policy will be circulated to all Division staff. A standing version will be stored electronically on the FFSD server.

7. APPROVAL/DOCUMENT HISTORY

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Document History		
Version #	Status (I, R)	Change History
1	I	Initial Policy Drafting.
Approved By:		Date
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Approved By:		Date

I = Initial document; R = Revised document