

Milwaukee County Department of Health & Human Services	Date Issued: September 13, 2019	Reviewed: By: DHHS Contract Admin	Section: ADMINISTRATION	Policy No: DHHS 007	Pages: 1 of 1
<input checked="" type="checkbox"/> Behavioral Health Division (BHD) <input checked="" type="checkbox"/> Housing Division (Housing) <input checked="" type="checkbox"/> Disabilities Services Division (DSD) <input checked="" type="checkbox"/> Division of Youth & Family Services (DYFS) <input checked="" type="checkbox"/> Management Services Division (MSD)	Effective Date: September 13, 2019 Revise Date: No Revision	Subject: Provision for Purchased or Loaned Property			

I. POLICY

It is the policy of Milwaukee County that all Contractors who use program funds to purchase furniture, fixtures or equipment (hereinafter called "property") under a DHHS Purchase of Service Contract/Agreement be made aware that all property that is purchased under the agreement remains the sole property of County and that at County's discretion may require that the property be returned upon the termination of the agreement.

Loaned property shall be governed by the terms of the loan agreement between Provider and Purchaser.

Terms used in this Policy are the same as defined in the Contract/Agreement in which it is referenced.

II. REQUIREMENTS

Any furniture, fixtures or equipment (hereinafter called "property") purchased by Contractor or Milwaukee County (County), with program funds under the DHHS Agreement, remains the sole property of County, and in its discretion, County may require such property to be returned to County upon termination of the agreement or any certified service related to the use of the property. An inventory of property acquisitions expensed under the Contract/Agreement must be maintained by Contractor. Property expenditures of \$5,000 or more per item are not an allowable cost under the agreement. A listing of such inventory must be submitted to County before the final payment can be made to Contractor.

III. PROCEDURE

An inventory of property acquisitions expensed under the agreement must be maintained by the Contractor and a listing of such inventory must be submitted to the County before the payment can be made to the Contractor.