



## Ohio Administrative Code

### Rule 3304:1-21-05 Equipment, supplies and initial inventory.

Effective: February 18, 2022

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- (A) All equipment as defined in 3304:1-21-01(R) is owned by BE and shall remain the property of BE at all times including after the termination of a BGA, BOA or TBOA.
- (B) Equipment shall only be moved or transported by BE program personnel or a third party hired by the BE program, but may be moved by an operator if the operator has received written permission from their BE consultant.
- (C) The BE program shall be responsible for maintenance that is required to keep equipment operational. Cleaning and general upkeep of equipment shall be the responsibility of the operator as specified in the BGA for each facility.
- (D) All equipment shall be identified as BE property and inventoried according to OOD policies and procedures. Notwithstanding the above, all vending and other specified equipment shall be affixed with an asset tag identifying that the machine is owned by the BE program.
- (E) BE shall provide each suitable vending facility or site with an initial inventory taking into account the items typically sold in the facility or site and any applicable provisions in the bureau grantor agreement regarding items that are appropriate for the facility or site. Once the suitable vending facility or site has been established, BE may provide additional equipment in its discretion after evaluating the business need.
- (F) The operator shall do all of the following with regard to the initial inventory, stock and supplies:
- (1) Sign a form to acknowledge the value of the initial inventory provided by BE;
  - (2) Purchase any stock and supplies necessary for the ongoing operation of the facility or site;
  - (3) Maintain the stock and supplies on hand at an appropriate level for the facility or site and



following any applicable provisions in the bureau grantor agreement regarding items that are appropriate for the facility or site; and

(4) Complete a detailed inventory report of BE owned stock and supplies on hand and report the amount with the December and June monthly operating reports and retain these reports for six months after the date of submission. This detailed inventory report is not required when there is a facility transitioned within thirty days prior to the date of either the December or June monthly operating report. Additional detailed inventory reports of stock and supplies may be required when BE determines necessary for reasonable business purposes.

(G) Upon leaving a facility or site, an operator shall reconcile their stock and supplies on hand with the initial inventory in one of the following ways:

(1) Pay the BE program for the difference in value between their stock and supplies on hand and their initial inventory if their stock and supplies on hand are worth less than the initial inventory provided by BE; or

(2) Receive a credit from the BE program for the difference in value between their stock and supplies on hand and their initial inventory if their stock and supplies on hand are worth more than the initial inventory provided by BE.