

**SNP Memo:** **2017-2018-09**

TO: Directors, Supervisors, and Contact Persons, Addressed

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

DATE: August 28, 2017

SUGJECT: State Agency Prior Approval Process for School Food Authority (SFA) Equipment Purchases

The purpose of this memo is to provide School Food Authorities (SFAs) with guidance on the process for determining if prior approval for equipment purchases is required. According to the Office of Management and Budget (OMB) guidance and USDA regulations, SFAs must request prior written approval before incurring an acquisition cost of equipment which exceeds the federal per-unit capitalization threshold of $5,000. However state agencies can develop an approved list and criteria for capital expenditure purchases that are routinely purchased by SFAs.

The attached list includes items that have already been determined by the Virginia Department of Education (VDOE) to be allowable and, therefore, prior purchase approval for these items is not necessary. All purchases must meet the requirements of being necessary, reasonable, and allocable. SFAs may purchase these equipment items following proper federal, state, or local procurement procedures without submitting a request to VDOE for prior approval.

If an SFA selects equipment **not** included on the approved list, it must submit a request for approval using the attached Pre-Approval Request Form to VDOE prior to purchasing the items as required in 2 CFR Part 225 Appendix A, section 15. Any request must provide reason that the equipment is necessary for program purposes and that the SFA can absorb the cost of the item.

As a reminder, inclusion of equipment items on this list just eliminates the step for seeking prior approval from VDOE. SFAs must follow proper procurement regulations when purchasing equipment.

If you have any questions about a request to purchase equipment please send them to SNPPolicy@doe.virginia.gov.

SCC/ag

Attachment:

1. Virginia School Nutirtion Programs Approved Equipment List
2. Equipment Purchase Pre-Approval Request Form