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| Equipment PUrchase Pre-approval request form |
| School Food Authority Name:  |  |
| Address:  |  |
| Telephone number:  |  |
| LEA Code:  |  |
| Contact Name & Title:  |  |

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| *School Food Authorities (SFAs) participating in the National School Lunch Program (NSLP) must observe both federal and State limitations on the use of cafeteria funds (7 CFR § 210.9 [b][1]); expend nonprofit food service revenues in accordance with 2 CFR Parts 225 and 230; follow generally accepted accounting principles (7 CFR §210.14[a]; and adhere to procurement procedures defined in 7 CFR §210.21 and 2 CFR 200.* |
| Description of the anticipated capital expenditure: |  |
| Acquisition cost\*: | $ | Percentage of Child Nutrition funds to be used: % |
| \*Acquisition cost means the cost of the asset, including the cost of any modifications, attachments, accessories or auxiliary apparatus necessary to make it useable for the purpose for which it is required. |
| Please read and initial the box next to each statement. |
|  | I certify that the above referenced expenditure is necessary and reasonable for proper and efficient performance and administration of the National School Lunch Program (NSLP). |
|  | I certify that the above referenced expenditure is allocable to the NSLP. |
|  | I certify that the above referenced expenditure is accorded consistent treatment. |
|  | I certify that the above referenced expenditure is not included as a cost or used to meet cost sharing or matching requirements of any other federal award. |
|  |  |
|  | I certify that if approved, I will provide the VDOE Office of School Nutrition Programs with a copy of the paid invoice(s), delivery receipt, canceled check and equipment number(s) upon request and will maintain this record on file. |

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| SFA Representative:*Print full name*  |  |
| Signature : |  | Title: |
| Date: |  |
| VDOE USE ONLY |
| Approved By:  |  | Date: |