



Arizona Department of Education
Health and Nutrition Services

Equipment Pre-Approval Request Form
For purchases over \$5,000

When using federal funds from the food service account to pay for equipment purchases, the purchase must be allowable. Costs must meet the following general criteria:

- **Necessary.** The cost must be necessary for the operation of the Program. The cost must be needed to meet regulatory requirements for proper and efficient administration of the Program.
- **Reasonable.** The type and amount of the cost must be reasonable and may not exceed what a prudent person would pay under the same circumstances. Factors used to determine reasonableness include:
 - The limits imposed by generally accepted sound business practices;
 - Arms-length bargaining;
 - Federal, state, local, tribal, and other laws and regulations;
 - Whether the individuals acted with care considering their responsibilities to the organization, its members, employees, and clients, the public at large, the federal government, the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP);
 - Market prices for comparable goods or services for the geographic area; and
 - Whether there are significant deviations from established practices which may unjustifiably increase costs.
- **Authorized.** The cost must be allowed or at least not prohibited under federal, state, local, or tribal laws, regulations, and FNS Instructions.
- **Current.** The cost must not be assignable or included as a cost to a prior or future period.
- **Limitations.** The cost must conform to any limitations or exclusions set forth in federal, state, local, or tribal laws, regulations, and FNS Instructions as to the types or amounts of the cost items.
- **Multiple Awards.** The cost must not be assignable or included as a cost to any other current or prior federally financed program(s).
- **Consistent treatment.** The cost cannot be allocated as a direct cost to the food service account if any other cost incurred for the same purpose, in like circumstances, has been allocated as an indirect cost to the food service program.
- **Net cost.** The cost must be the net cost after deducting all applicable credits, rebates, refunds, etc.
- **Allocated.** The cost must be properly allocated so that only the allowable share of the cost is assigned to the Program.
- **Documented.** Costs must be supported by documentation that adequately demonstrates the costs:
 - (1) Have been incurred;
 - (2) Are Program costs; and
 - (3) Comply with all applicable laws, regulations, and FNS Instructions.

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To purchase equipment greater than \$5,000 with CACFP or SFSP reimbursement funds, please complete and submit the following Equipment Pre-Approval Request Form to your assigned program specialist. Please note, all CACFP and SFSP reimbursement is based on meals and snacks served. **No reimbursement is received for Program expenses. Additional funds will not be allocated for equipment purchases.**

Child Nutrition Program Institution Name: _____ CTD#: _____

Describe the anticipated equipment purchase and how it will benefit the Child Nutrition Program (CNP) operations including any additional information necessary to assist the Arizona Department of Education (ADE) in making an approval decision. *All equipment purchases must comply with 2 CFR 200 and USDA Program Regulations (7 CFR Part 210, 215, 220, 225 & 226), FNS guidance, and FNS Instructions.*

List the total cost of the equipment purchase including the per unit cost of the item, taxes, delivery, installation, accessories, attachments, and any necessary modifications to make equipment usable for the purpose of the purchase. *If the cost is under \$5,000, completion of this form is not required; budget approval with the cost of the item included is sufficient.*

Unit Cost of Item	
Taxes	
Delivery <i>(if applicable)</i>	
Installation <i>(if applicable)</i>	
Accessories <i>(if applicable)</i>	
Attachments <i>(if applicable)</i>	
Any Necessary Modifications <i>(if applicable)</i>	

Conduct proper procurement and keep all records on file for ADE to review. Micro-purchase: For purchases under \$10,000, the price must be reasonable and documentation of the purchase, with receipt, must be kept on file. Small purchase: For purchases over \$10,000, after evaluating three quotes, the item should be purchased from the vendor meeting all specifications at the lowest price. Documentation of the specifications, quotes received, and the evaluation of the quotes must be kept on file.

Signature of CNP Designated Official

Date

Signature of Authorized Health and Nutrition Services Representative

Date