



## Food Assistance – Equipment Purchase Request/Approval Form

Use this form for equipment purchases of **\$5,000** or more per unit, regardless of the percentage to be paid with Food Assistance (FA) funds.

Requestor:			
Address:			
City, State, Zip			
Contact Person:		Telephone:	

### Purchase Information:

Item Description	Quantity	Price/Item	Total Cost	% Paid by FA			
				CSFP	EFAP	TEFAP	TMP
<i>Type of equipment; brand; size; for vehicles: make, model, year</i>	<i># of items</i>	<i>Round to the nearest \$</i>	<i>Round to the nearest \$</i>				

### Justification/Reason for Purchase: (attach additional sheets if necessary)

### Contractor Certification:

Contractor certifies that procurement records will be on file and available for review. Contractor further certifies that this purchase will be in accordance with CFR Part 200 Subpart D, and all applicable procedures and guidelines. If the request is on behalf of a subcontractor, then the contractor is responsible for requesting approval and annual inventory tracking. A physical inventory must be taken and reconciled with equipment records at least once every two years.

Contractor:			Contract #:	
Name:		Title:		

### WSDA FA Review Decision:

Approved	Comments:
Not Approved	
Date:	
FA Staff Signature:	