



Wisconsin Department of Public Instruction  
**FRESH FRUIT AND VEGETABLE (FFVP)  
EQUIPMENT JUSTIFICATION FORM**  
PI-6103 (Rev. 08-2023)

**INSTRUCTIONS:** Equipment over the cost of \$250 that is purchased with FFVP funds must receive approval from the Wisconsin Department of Public Instruction to be eligible for reimbursement.

Complete the form below and submit via email to [FFVP@dpi.wi.gov](mailto:FFVP@dpi.wi.gov). Obtaining pre-approval is strongly recommended prior to purchase of equipment. No equipment will be approved for reimbursement without a completed justification form.

All equipment over the cost of \$250 must be purchased prior to December 31, of the awarded school year.

EQUIPMENT JUSTIFICATION		
School District		Building Site / School Name
Contact Person <i>First and Last Name</i>	Contact Person's Email Address	Contact Person's Phone Area/No.
Equipment Requested		Total Cost of Equipment
What is your SFA's capitalization threshold? A "capitalization threshold" is defined as the dollar value at which an agency differentiates between items that are supplies versus capital equipment. Therefore, some smaller equipment may be considered to be a supply because of its value. Each local school board may designate a specific dollar amount for equipment to capitalize. This is the dollar value at which your school or district considers a piece of equipment an asset in their financial statements. If your SFA has not set a capitalization threshold, the federal capitalization threshold of \$5,000 should be used		Capitalization Threshold
Will this piece of equipment be used exclusively for FFVP? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, what percent of cost will be prorated to FFVP _____		Cost Attributed to FFVP
Why is the current equipment not sufficient for needs? <i>Limit response to space provided.</i>		

DPI USE ONLY			
Cost Approved	Cost Denied	DPI Signature ➤	Date Signed Mo./Day/Yr.