



This form constitutes proof of request for prior approval as required by 2 CFR Part 225, Appendix B, Section 15.
 Keep this information in your program records for three (3) years plus the current year and have it available for the next Administrative Review of your school nutrition programs.

GENERAL INFORMATION

Agency Code	School Food Authority (SFA) Name	Contact Person <i>First & Last Name</i>	Position	Phone No. <i>Area/No./Ext.</i>	Email Address
What is the SFA's Capitalization Threshold for Equipment Purchases?		Does This Request Exceed SFA's Capitalization Threshold or \$5,000? <input type="checkbox"/> Yes <input type="checkbox"/> No		Request Includes Equipment Found on the Wisconsin DPI Preapproved Equipment List <input type="checkbox"/> Yes <input type="checkbox"/> No If yes to this question, request form is not needed.	
Does This Request Meet the Federal Regulations 2 CFR Part 225 (OMB Circular A-87) Appendix B, Section 15? <i>See reference on next page.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			Does This Request Meet the Program Regulations Located at 7 CFR Parts 210.14 (a)? <i>See reference on next page.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		If the answer is "No" to either of these two questions, the request is not allowable.
Will This Purchase be Used to Benefit Any Program Other Than the School Nutrition Programs? <input type="checkbox"/> No <input type="checkbox"/> Yes, <i>If yes, enter the percentage used by each program.</i>		School Nutrition Programs Percent %	Other Programs Percent %	Describe Other Programs	

SIGNATURES

I CERTIFY, as the authorized representative listed below, that to the best of my knowledge, the information on this form is complete, accurate, and is not misleading in any respect.

Name of Authorized Representative <i>First & Last Name</i>	Title	Signature of Authorized Representative ➤	Date Signed <i>mm/dd/yyyy</i>
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REQUESTED EQUIPMENT

School Code No.	School Name	Equipment	No. of Quotes Obtained	Quantity	Expected Cost / Quote	Total	Funding Source	Replacement <input type="checkbox"/> Yes <input type="checkbox"/> No	If New Purchase, Why is it Needed	* Check If Emergency Purchase <input type="checkbox"/>	Anticipated Purchase Date <i>Mo./Day/Yr.</i>	Approved by DPI <input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No

*The above-requested equipment is considered an Emergency Purchase if purchase is necessary to continue providing, without significant interruption, meals for students.

Attach a copy of the specifications for each piece of equipment identified above.

Note that all allowable expenses are subject to all of the cost principles in 2 CFR Part 225, Appendix A; failure to abide by Appendix A will result in the expenditure being disallowed and the Local Education Agency's (LEA's) general fund reimbursing the nonprofit school food service account (School Meals Program Fund). Furthermore, if the replaced items are to be sold, federal regulations require that you use the proceeds from their disposal to offset the cost of the new items.

	FEDERAL REGULATIONS	
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Federal Regulations 2 CFR Part 225 (OMB Circular A-87) Appendix B, Section 15.

Program regulation 7 CFR Parts 210.14(a): §210.14 Resource management. (a) Nonprofit school food service. School food authorities shall maintain a nonprofit school food service. Revenues received by the nonprofit school food service are to be used only for the operation or improvement of such food service, except that, such revenues shall not be used to purchase land or buildings, unless otherwise approved by FNS, or to construct buildings. Expenditures of nonprofit school food service revenues shall be in accordance with the financial management system established by the state agency under §210.19(a) of this part. School food authorities may use facilities, equipment, and personnel supported with nonprofit school food revenues to support a nonprofit nutrition program for the elderly, including a program funded under the Older Americans Act of 1965 (42 U.S.C. 3001 et seq.).

	DPI USE ONLY	
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Reviewed By	Date of Review <i>Mo./Day/Yr.</i>	
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Notes

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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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