



WILTON SIMPSON
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Food, Nutrition and Wellness

CAPITAL EXPENDITURE PRE-APPROVAL REQUEST

5P-2.002, F.A.C.

Sponsor Name: _____

Sponsor Number: _____

Before completing this request:

Check the department's equipment list available online at <https://fans.FDACS.gov> or by written request mailed to 600 S. Calhoun Street (H2), Tallahassee, FL 32399. This equipment list has been approved by USDA's Food and Nutrition Service. Any item on this equipment list receives automatic department approval without needing to submit this request.

Sponsors are required to obtain purchasing approval from the department prior to incurring the cost of equipment and other capital expenditures with a per-unit acquisition cost of \$5,000 or more and accruing to a Sponsor's nonprofit school food service account.

Purchasing equipment and other capital assets exposes the School Nutrition Program to greater risk than expenditures for routine, recurring items. By approving the purchase of equipment and other capital assets, the Sponsor agrees to pay for it in advance. This is tantamount to paying a program cost before the program has received any benefit from the asset's use. The department's approval provides reasonable assurance that the acquisition cost is necessary for program purposes and that the Sponsor's nonprofit food service account can absorb the cost.

This request form requires Sponsors to provide the following information for each equipment and other capital expenditure purchase being requested:

1. A description of the anticipated equipment or other capital expenditure (refer to 2 CFR 200.439).
2. The methods of procurement to be followed (refer to 2 CFR 200.320).
3. An explanation of the expenditure that meets the following criteria for allowability:
 - a. Is necessary and reasonable for proper and efficient performance and administration of the School Nutrition Program;
 - b. Is allocable to the Sponsor's nonprofit food service account. A cost is allocable if the goods or services involved are chargeable or assignable in accordance with relative benefits received;
 - c. Is accorded consistent treatment. A cost may not be assigned to the Sponsor's nonprofit food service account as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated as an indirect cost;
 - d. Is not included as a cost or used to meet cost sharing or matching requirements of any other program; and
 - e. Is the net of all applicable credits.
4. The acquisition cost of the asset, including the cost to put it in place (i.e., the cost of any modifications, attachments, accessories, or pieces of auxiliary apparatus necessary to make the asset usable for the purpose for which it is acquired).

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REQUESTED CAPITAL EXPENDITURE PURCHASE(S)			
Description of Expenditure (including quantity and how it supports program operations)	Method of Procurement	Explanation of Allowability	Estimated Acquisition Cost
Total Estimated Acquisition Cost:			

I certify that any proceeds derived from the disposition of equipment to be replaced by this capital expenditure will be used to offset its cost.

I certify that any capital expenditure purchased with nonprofit school food service funds will be used exclusively by the nonprofit school food service.

Printed Name of Authorized Representative

Signature of Authorized Representative

Date