



Food Assistance — Equipment Procurement Request / Approval Form

This form is for equipment purchases of \$5,000 or more per unit, to be funded entirely or in part by Food Assistance (FA) funds. Before completing this form, review the Equipment Procurement Guidelines (WSDA publication 609-454). Requests will not be processed without all required documentation.

Lead Agency Name:	Date of Submittal:
Sub Agency Name:	Email Address:
Contact Person:	Phone Number:

Pre-Purchase Estimates (for Lead Agency use only)

Item Description	Quantity	Unit Cost (Annual Inventory Reporting Required)	Ancillary Charges	Cost of Total Acquisition	Anticipated Amount Charged to FA
Type of Equipment (brand; size; for vehicles: make, model, year)	Number of Units	Net Unit Price (including modifications and attachments)	Taxes, Duty, Transit Insurance, Freight, & Installation	Unit Cost + Ancillary Charges	

Extended Use Period: Agencies must hold and use equipment funded by FA for an additional length of time beyond the period of performance based on equipment cost as defined below.

Check the appropriate box:

- Estimated costs for this equipment is \$5,000.00 - \$19,999.99. Extended use period: one (1) year
- Estimated costs for this equipment is \$20,000.00 - \$49,999.99. Extended use period: four (4) years
- Estimated costs for this equipment is \$50,000.00-\$149,999.99. Extended use period: seven (7) years
- Estimated costs for this equipment is \$150,000.00 and over. Extended use period: ten (10) years

Justification / Reason for Procurement

Narrative Description (for competitive or sealed bid process): a complete, adequate, and realistic specification or purchase description as well as a description of the procurement process that will be used to solicit bids and select the successful bidder.

Method of Procurement

Bids/Quotes
 Competitive Proposal Process
 Sealed Bid Process

Lead Agency Certification

In submitting this request, the Lead Agency certifies on its behalf and/or is certifying on behalf of its Sub Agencies that procurement records will be on file and available for review. Lead Agency further certifies that this purchase will be in accordance with [2 CFR Part 200 Subpart D](#), and all applicable procedures and guidelines. Lead Agency is responsible for requesting approval and Annual Inventory Report tracking. An inventory must be taken and reconciled with equipment records at least once every two years.

WSDA FA Review Decision (for WSDA use only)

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Required Documentation:	Date: _____ Reviewer: _____ Comments: <input type="checkbox"/> Required bids/quotes <input type="checkbox"/> Proof of publicized requests in case of competitive proposal or sealed bid process <input type="checkbox"/> Exception Granted Explanation of exception: Extended Use Period: _____
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Post-Project Verification of Reimbursement (for Lead Agency use only)

The Lead Agency must submit this completed form with the invoice voucher. All fields are required. The Program Index is in most cases listed on the invoice voucher. Please contact your FA Representative with any questions.

Finalized Total Cost	Food Assistance Funding Source				Total Reimbursed by FA
Total Project Cost + Ancillary Charges	Program Index and Dollar Value	Program Index and Dollar Value	Program Index and Dollar Value	Program Index and Dollar Value	