

Equipment Pre-approval Request

Fresh Fruit and Vegetable Program (FFVP)

FFVP administrative funds may be used to purchase equipment (carts, refrigeration, wedgers, etc.).

No equipment will be approved for reimbursement without a completed pre-approval form. All large equipment must be purchased prior to January 1. Small equipment purchases (disposable supplies, cutting boards, knives, etc.) do not require a written request and should be recorded as an expenditure of operational funds.

Please complete the below form and submit to Mari Toyohara at mtoyohara@doe.k12.ga.us.

School District Name	
School Name	
Contact Person	
Equipment/Supplies Requested (Quantity & Description, Unit Price, Total Amount)	
Justification of Purchase: Where, when, and how will it be used in FFVP?	
Why is the current equipment/supplies not sufficient for FFVP needs?	
Will this be used exclusively for FFVP? If not, what percent of the cost will be prorated to FFVP?	<input type="checkbox"/> Yes, exclusively for FFVP. <ul style="list-style-type: none"> • \$ ____ Total cost of request <input type="checkbox"/> Not exclusively for FFVP. <ul style="list-style-type: none"> • ____ % Prorated for FFVP (must be at least 50%) • \$ ____ Cost attributed to FFVP

GaDOE use only:

Approved _____ Denied _____ Signature/Date _____