**Fresh Fruit and Vegetable Program (FFVP)**

**Equipment Pre-Approval Request Form**

FFVP administrative funds may be used to purchase equipment (carts, refrigeration, sectionizers, 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 (cutting boards, knives, etc.) do not require a written request and should be recorded as an expenditure of operational funds (Small Supply).

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

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| --- | --- |
| School District Name |  |
| School Name |  |
| Contact Person |  |
| Equipment/Supplies Requested (Quantity & Description, Unit Price, and Total Amount) |  |
| Justification of Purchase (Where, When, and How will it be used for FFVP?) |  |
| Why is the current equipment or supplies not sufficient for FFVP? |  |
| Will this be used exclusively for FFVP? If not, what percent of the cost will be prorated to FFVP? | Yes, exclusively for FFVP.   * $ \_\_\_\_\_\_ Total amount of request   Not exclusively for FFVP.   * \_\_\_\_\_ % prorated for FFVP (must be at least 50%) * $ \_\_\_\_\_\_ amount attributed to FFVP |

**GaDOE use only:**

**Approved** \_\_\_\_\_\_\_\_\_\_\_ **Denied \_\_\_\_\_\_\_\_\_\_\_ Signature/Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_**\_\_\_\_\_**