SFA/School District:_____ LEA #:_____

Request for Purchase Approval of Equipment, Capital Expenditures, and Sole Source

Arkansas Department of Agriculture, Food and Nutrition Division's (ADA, FND) review and approval of equipment and other capital expenditure purchases is designed to provide a reasonable assurance that the purchase cost is reasonable, necessary, and allocable for program operation and that the nonprofit food service account can absorb the cost of the requested purchase.

District Contact:	
Email Address:	
Brief Description of equipment, capital expenditure, and/or services being requested:	
Estimated purchase price:	$
Delivery and installation cost:	$
Additional costs:	$
Total Cost:	$
Is this purchase for child nutrition program use only? If no, please explain how the purchase will be shared:	

Price Request – FND recommends the district receive two quotes prior to submitting a formal request.

Is this purchase considered a sole source? ☐ Yes ☐ No. If no, skip to next section.

Method for determining this is a sole source purchase and justification the price of equipment or service is reasonable:	

Describe how this item will be delivered and installed:	
What fund will pay for the delivery and installation of this product?	
Describe additional funds needed for full operation of the equipment or capital expenditure:	
If the total price exceeds the micro purchase threshold, describe how the district will follow proper procurement procedures?	

Please complete and submit this request to agri.cnu-a-ps@arkansas.gov.

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Food and Nutrition Division Use Only:	Yes	No	Not applicable
Approved for sole source purchasing:	☐	☐	☐
Allowable, reasonable, and necessary cost to Child Nutrition Program:	☐	☐	☐
Funding is available for purchase:	☐	☐	☐
The district indicated proper procurement will be conducted:	☐	☐	☐

☐	Approve	☐	Deny

Explanation if Applicable:
FND Name:
FND Signature & Date:

Date that approval or denial is sent to the district contact listed above: _____