

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

Issue Number: CNU E-Memo 13-2024

Correspondence Date: February 15, 2024

Regulatory Authority: 2 CFR 200.320, 2 CFR 200.313; [USDA Policy Memo SP 39-2016](#);

Response Required: No

Attention: Superintendents, Child Nutrition Directors, Business Managers

Contact: Krista Jackson

Phone Number: 501-324-9502

Email: krista.jackson@ade.arkansas.gov

MEMO TEXT:

Purchases made using nonprofit food service account funds must follow proper federal, state, or local procurement procedures, as applicable. All purchases must be allowable, reasonable, and necessary for the operation of the Child Nutrition Program.

The SFA must request written prior approval in the following situations:

- Any equipment or capital expenditure using sole source purchasing. Sole source purchasing, in the Child Nutrition Program, occurs when the goods or services are available from only one manufacturer and through only one distributor or supplier.
- Any equipment or capital expenditure purchase valued over \$5,000 that is NOT on the [Arkansas Pre-approved Capital Expenditure List](#).
- Any installation or supplemental purchases needed for operation of equipment or capital expenditure on the [Arkansas Pre-approved Capital Expenditure List](#).

The district must submit a written request for approval to ade.cnu-a-ps@ade.arkansas.gov, prior to purchasing the item.

Please use the linked [Request Form](#).

Any equipment purchase valued above \$5,000 that is included on the Arkansas Pre-approved Capital Expenditure List will receive automatic SA approval. Therefore, the SFA may purchase those equipment items without submitting a prior written request to CNU for approval.

Equipment Purchases are subject to state and federal review. Any equipment purchases of \$5,000 or more that are identified as not being listed on the Arkansas Approved Equipment List or not having received prior written approval will be considered an unallowable expense for the Child Nutrition Program and could be subject to fiscal action.

This memo does NOT apply to the Fresh Fruit and Vegetable Program (FFVP) equipment purchases. Schools participating in the FFVP wishing to make equipment purchases should contact the FFVP Coordinator with questions.

If you have any questions, please contact your Area Specialist at 501-324-9502.

Attachments:

Pre-Approved Capital Expenditure List:

Request for Purchase Form:

Arkansas Pre-approved Capital Expenditure List

SFAs must seek prior approval for capital expenditure purchases that are sole source purchases, OR purchases that exceed \$5,000 that are not on this pre-approved capital expenditure list.

SFAs may purchase items on this list that exceed \$5,000 without further approval from Arkansas CNU. Pre-approval is granted for the item only. If delivery and installation fees apply, please seek guidance from CNU.

- **Food Preparation Equipment:**
 - Mixer
 - Steer
 - Food Processor
 - Toaster
 - Dough Rounder/Cutter
 - Dough Sheeter
 - Ice Machine
 - Sealing/Packaging Machine
 - Heated Holding Cabinet
 - Blender
 - Work tables
- **Storage Racks/Shelving**
 - Lunch Room Tables & Chairs*
- **Cooking Equipment:**
 - Oven
 - Range
 - Tilt Braising Pan
 - Broiler
 - Kitchen Exhaust Systems/Ventilation Hoods
 - Griddle
 - Fire Suppression System*
 - Greaseless Fryer
 - Steamer
 - Steam Jacket Kettle
- **Refrigerated and Low-Temperature Storage Equipment:**
 - Refrigerator (Walk-in, Reach-in, Pass Through, Under the counter, Mobile)
 - Freezer (Walk-in, Combination refrigerator/freezer, Chest style)
 - Milk cooler
 - Blast Chiller/Freezer
- **Cleaning Equipment:**
 - Commercial Sink
 - Floor Trough
 - Dishmachine
 - Hot Water Heater*
 - Water Heater Booster
 - Washer and Dryer (for use by Food Service only)
 - Waste Disposal Equipment
- **Technology/Hardware/Software (must be primarily used for Child Nutrition Programs):**
 - Computer Hardware
 - Cash Register
 - POS Equipment (scanners, keypads, etc.)
 - Benefit Issuance Software for Program Management
 - Nutrient Analysis Software

All equipment purchases using Fresh Fruit and Vegetable program grant funds must be approved by the CNU FFVP Coordinator prior to purchase.
*Expenditure approved when utilized solely by the child nutrition program.

Approved by 08/04 1.10.20 This institution is an equal opportunity provider.

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

Arkansas Department of Education, Division of Elementary and Secondary Education, Child Nutrition Unit (CNU) 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 allowable for program operations and that the requested fiscal service account can absorb the cost of the requested purchase.

Select Center: _____

State Address: _____

What description of equipment, capital expenditure, or sole source being requested: _____

Estimated purchase price:	\$
Current year expenditure cap:	\$
Available funds:	\$
Final cost:	\$

If this purchase for child nutrition program use will fit the above cap(s) into the budget, mark as checked.

Pre-Request (PR) is completed; the district must be complete prior to entering a formal request.

Is the purchase considered a sole source? Yes No. If yes, also to seek action.

Method to determine price to be used (to be completed and justified): _____

Describe how the item will be delivered and installed: _____

What fund will pay for the delivery and installation of this purchase? _____

Describe whether funds requested fall under the category of the equipment or capital expenditure: _____

If the work just exceeds the policy, purchase through another fund. How does this fall under program management? _____

Please complete and submit this request to ad@ednet.arkansas.gov.

2 of 2