Capital Equipment Approval Request

Each piece of equipment must have its own form and a quote attached.

2 CFR 200.439(b)(2)

Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of $10,000 or more have the prior written approval of the Federal agency or pass-through entity.

The Capital Equipment Approval Request must be signed by the CTE director and business administrator (BA) for the LEA purchasing the equipment and, for consortia, the fiscal agent CTE director or consortium chair. The same CTE director should not sign the form twice.

The Utah State Board of Education (USBE) must approve this request in writing prior to purchasing the equipment. The justification must meet the requirement in Perkins V which states that "funds made available under this Act for career and technical education activities shall supplement, and shall not supplant, non-federal funds expended to carry out career technical and technical education activities." Section 211. The approval request must also describe how the purchase supports CTE programs and outcomes and meets the needs identified in the Comprehensive Local Needs Assessment (CLNA) as described in Section 134. The request must also meet the Local Uses of Funds requirement set forth in Section 135. Subrecipients must follow state and local procurement requirements.

Consortium Name (if applicable)**:**

LEA/Institution:

Contact Name: **Email:**

Supported CTE Program(s):

Utah Grants Program Code (Ex: 27FLEA)**:**

Equipment requested:

Total Equipment Cost: **Vendor:**

Equipment Description:

Briefly describe how this expenditure supports CTE programs and outcomes:

Describe how this expenditure meets the needs identified in your CLNA:

Yes ☐ No ☐ This purchase supports a rigorous program of study

Yes ☐ No ☐ This expenditure is supported by matching funds (if yes, list percent and source of outside funds)

Yes ☐ No ☐ This expenditure was funded in previous years (if yes, explain funding source)

Attached Quote: Yes ☐

CTE Director Signature:

Business Administrator (BA):
If participating in a consortium, this should be signed by the LEA purchasing the equipment.

Fiscal Agent CTE Director or Consortium Chair (if applicable)**:**

Submit by email to: Libby Giles, libby.giles@schools.utah.gov