



Delaware
Department of Education

Capital Expenditure Request Form

School Food Authorities are required to obtain purchasing approval from the State Agency prior to incurring the cost of equipment and other capital expenditures with a per-unit acquisition cost of \$5,000 or more. If the equipment/other capital expenditure is not on Equipment Approved for Purchase by School Nutrition Programs list, please complete this form prior to ordering/purchasing the equipment and submit it to DDOE for approval.

School Food Authority Name _____

Description of Equipment/Capital Expenditure (Quantity, Equipment Name/Type)	Method of Procurement to be Followed	Additional Details <ul style="list-style-type: none"> • How is the equipment necessary and reasonable for School Nutrition Program operations? • What site is the equipment for? • What program(s) will the equipment be used for? • If the cost will be allocated (shared) between School Nutrition and another program, detail the payment arrangement. • Any additional details necessary for the State Agency’s review/approval. 	Estimated Cost
Total Estimated Cost			

- I certify that proper procurement procedures will be followed when procuring this equipment/capital expenditure.
- I certify that this equipment/capital expenditure cost is necessary for School Nutrition Program operations and that the nonprofit school food service account has adequate funds to support the purchase of the equipment/capital expenditure.

Signature of Authorized Representative

Date

Parts of this form were adapted from the Florida Department of Agriculture and Consumer Services Division of Food, Nutrition and Wellness.

This institution is an equal opportunity provider.