



EQUIPMENT PRE-APPROVAL REQUEST

Equipment Pre-Approval Requests must be submitted and approved before any purchase of equipment is made. Equipment is an article of tangible personal property that has a useful life of more than one year and an acquisition cost of \$5,000 or more PER UNIT. Submit this form to your designated DCF Program Manager.

Grantee Agency		Grant Year (from/to) (mm/dd/yyyy)
Street Address*		
City, State, Zip*		This Report Is For The Period (from/to)
E-Mail		
Phone Number		Grant Number
Fax Number		Grant Amount

Acquisition of Equipment							
Item	Description (including Make & Model)	Acquisition Date	Useful Life (Years)	Acquisition Cost	Reimbursable Cost	Serial Number	Custodian/Agency
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
GRAND TOTAL REQUESTED							

*physical address required, including 9-digit zip code

Grantee Project Director

Signature: _____

Date: _____

DCF Program Director

Signature: _____

Date: _____

DCF OGC Director

Signature: _____

Date: _____