

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 \$10,000 or more PER UNIT. Submit this form to your designated DCF Program Manager. Both pages of this form are required to be completed before submission can be approved/rejected.

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

*Note: Acquisition Cost and Reimbursable Cost may be different depending on allocation to the DCF Award. Please explain allocation on justification page.

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:

In this section, please detail efforts to obtain multiple bids for the items you are seeking pre-approval. If multiple bids are not able to be obtained, detail the reason(s) why a single source is the only or best option. Any bids received should be included with this form and sent to your DCF Program Manager for review. Please also include below what purpose or function the equipment is intended for in relation to the DCF Award.

Justification/Narrative