

Capital Expenditure Request Form

Sponsor name: _____

Sponsor number: _____

Description of the anticipated capital expenditure (Refer to paragraph 15, “Equipment and other capital expenditures,” of the applicable Office of Management and Budget (OMB) Circulars A-87 or A-122)

Acquisition cost of the anticipated capital expenditure (“Acquisition cost” means the cost of the asset including the cost to put it in place. For example, the net invoice price of the equipment, including the cost of any modifications, attachments, or auxiliary apparatus necessary to make it usable for the purchase for which it was acquired. Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in, or excluded from the acquisition cost in accordance with the non-profit organization’s regular accounting practices.)

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Please read and check the box next to each statement

- I certify that the above referenced capital expenditure is necessary and reasonable for proper and efficient performance and administration of the Child Nutrition Program.
- I certify that the above referenced capital expenditure is allocable to the federal award. A cost is allocable to a particular cost objective if the goods or services involved are chargeable or assignable in accordance with relative benefits received.
- I certify that the above referenced capital expenditure is accorded consistent treatment. A cost may not be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated as an indirect cost.
- I certify that the above referenced capital expenditure is not included as a cost or used to meet cost sharing or matching requirements of any other federal award.
- I certify that the above referenced capital expenditure is the net of all applicable credits.

Sponsor representative *(print full name)*

Signature

Date:

E-mail address

Phone number

CSDE Use Only

Approved by: _____ Date: _____

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Resources

7 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards:

<https://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf>

7 CFR 210: National School Lunch Program:

<https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-210>

Capital Expenditure Approved List for School Food Authority Equipment Purchases (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Equipment/Capital_Expenditure_Approved_List_SFA_Equipment_Purchases.pdf

OMB Circular A-87 Revised: Cost Principles for State, Local, and Indian Tribal Governments:

https://obamawhitehouse.archives.gov/omb/circulars_a087_2004/

OMB Circular A-122 Revised: Cost Principles for Non-Profit Organizations:

https://obamawhitehouse.archives.gov/omb/circulars_a122_2004/

USDA Memo SP 39-2016: State Agency Prior Approval Process for School Food Authority (SFA) Equipment Purchases:

https://fns-prod.azureedge.us/sites/default/files/cn/SP39_CACFP11_SFSP13_2016os.pdf

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For information on the school nutrition programs, visit the CSDE's [School Nutrition Programs](#) webpage or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, School Health, Nutrition and Family Services, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Equipment/Capital_Expenditure_Request_Form.pdf.

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** program.intake@usda.gov

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Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, levy.gillespie@ct.gov.