

Purchasing Equipment or other Capital Assets

Federal regulations require that approval must be obtained prior to the purchase of equipment and other capital assets using the non-profit school food service account. Prior approval ensures the cost of the equipment is necessary for program purposes and the nonprofit school food service account can absorb the cost.

- ✓ All purchases of equipment and capital asset must follow proper procurement procedures.
 - Equipment must be necessary; reasonable; allocable
 - ✓ Equipment is defined as “tangible personal property with a useful life of more than one year and a per unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial purposes, or \$5,000.”
 - ✓ Some equipment is pre-approved to purchase without pre-approval.
 - The Washington State Pre-Approved Equipment List provides the list of equipment that is pre-approved.
 - LEAs may purchase these items without prior approval
 - Proper procurement procedures must be followed
 - ✓ LEAs wishing to purchase equipment not included in the Washington State Pre-Approved Equipment List must receive approval from Child Nutrition Services.
 - Complete and submit the Capital Expenditure Pre-Approval Request Form.
- LEAs with a locally set threshold for acquisition cost less than \$5,000 must still obtain prior approval.

Procurement Regulations:

- ✓ [2 CFR 200 Uniform Administrative Requirements: Cost Principles and Audit Requirements for Federal Awards](#)
- ✓ [SP 39-2016 State Agency Prior Approval Process for School Food Authority Equipment Purchases](#)

Resources:

- ✓ [CNS Procurement web page](#)

Acronym Reference	
-OSPI	Office of Superintendent of Public Instruction
-CFR	Code of Federal Regulations
-CNS	Child Nutrition Services
-CFR	Code of Federal Regulations

OSPI Child Nutrition Programs Reference Sheets
