

## Capital Equipment Approval Request

Each piece of equipment must have its own form and a quote attached.

### Uniform Guidance(OMB) 200.439(b)(2)

*Capital expenditures for special purpose equipment are allowable as direct costs, provided that the items with a unit cost of \$5,000 or more have prior written approval of the Federal awarding agency or pass-through entity.*

A capital equipment approval request must be signed by the CTE Director, Budget Administrator (BA), and for consortia, the fiscal agent and CTE Director. The Utah State Board of Education (USBE) must approve this request in writing prior to purchasing the equipment. The justification must meet the requirement in Perkins V which states that “funds made available under this Act for career technical and technical education activities shall supplement, and shall not supplant, non-federal funds expended to carry out career technical and technical education activities.” Section 211. The approval request must also include how the purchase supports CTE programs, outcomes, and meets the needs identified in the Comprehensive Local Needs Assessment (CLNA) described in Section 134. The request must also meet the Local Uses of Funds requirement set forth in Section 135. Subrecipients must follow state and local procurement requirements.

**Consortium Name** (if applicable):

**LEA/Institution:**

**Contact Name:**

**Email:**

**Supported CTE Program(s):**

**Utah Grants Program Code** (Ex: 24FLEA):

**Equipment being requested:**

**Total Equipment Cost:**

**Vendor:**

**Equipment Description:**

**Briefly describe how this expenditure supports CTE programs and outcomes:**

**Describe how this expenditure meets the needs identified in your CLNA:**

**Please check “yes” or “no” for the following questions regarding the requested consortium expenditure:**

Yes    No    This purchase supports a rigorous program of study

Yes    No    This expenditure is supported by matching funds (List percent of outside funds)

Yes    No    This expenditure was funded previous years (if yes, explain funding source)

**Attached Quote:** Yes

**CTE Director Signature:**

**Business Administrator(BA):**

**Fiscal Agent CTE Director (if applicable):**

**Fiscal Agent BA (if applicable):**

**Submit by email to:** Libby Giles, [libby.giles@schools.utah.gov](mailto:libby.giles@schools.utah.gov)