

### **Procedures for Prior Approval of Equipment Purchase Requests**

Grant recipients must follow the procedures below to receive prior approval to purchase equipment.

Grant recipients must submit a formal written request to acquire and purchase equipment to the appropriate Grant Officer. All requests must be submitted through the Federal Project Officer and contain the following information, at a minimum:

1. Item name;
2. Item description and basic specifications;
3. Estimated useful life of equipment;
4. Item cost, actual or estimated (and total cost if multiple items), including the cost, if known, to put the asset(s) in place and make it usable for the purposes it was acquired;
5. Purpose of acquisition: a description of how the equipment will be used to support the grant and a reference to the approved activities in the Statement of Work (and the page numbers, if known). This description and justification are critical, as the information will provide the documentation that the costs to be incurred are for approved grant-related activities and in the best interests of the government; and
6. Contact name and telephone number.

This information will be used as the basis for the Grant Officer's decision.