

Request for Equipment Purchased in the Fresh Fruit and Vegetable Program

Instructions:

- Complete one form and email to stephanie.stambach@maine.gov
- Do not purchase equipment until approval is received from the Maine Department of Education
- Retain signed copy for your files
- **This form is only needed for large equipment purchases (such as refrigerators, coolers, portable kiosks and carts). Approval is not needed for small wares.**

District:

School (s):

School FFVP Contact Name:

Email:

Phone:

1. What is the piece of equipment to be purchased? Please describe what it is and its function.
2. What is the estimated cost of the requested equipment? Make sure to follow proper procurement procedures when purchasing equipment.
3. Why is the equipment needed and why is current equipment not sufficient?
4. If the purchase is to be split among other Child Nutrition Programs, state which programs and the percentage paid by each (cost must be prorated among all programs using the equipment).
5. How many times do you serve fresh fruits and vegetables each week?

Name of person completing request: _____

Date: _____

For Maine DOE Use Only:

Date Approved: _____ Maine DOE Staff Signature: _____