



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

**Fresh Fruit and Vegetable Program
Fiscal Year _____ Equipment Justification Form**

If schools purchase equipment for the FFVP, they must provide written justification to support the purchase and provide a copy of the specifications from the manufacturer on the requested equipment. Please complete the below form and submit via [Orchard](#). Pre-approval is required prior to purchase of equipment. ***No equipment will be approved for reimbursement without a completed justification form.***

School Food Authority: _____

School / Site Name: _____

Contact Person: _____

<u>Equipment Requested</u>

Total cost of equipment: \$ _____

<u>Justification for equipment</u>	
Will this equipment be used exclusively for FFVP?	Yes No
If no , what percentage of cost will be prorated to FFVP?	_____ prorated to FFVP \$ _____ cost attributed to FFVP
Why is the current equipment not sufficient for needs?	

STATE AGENCY USE ONLY	
Required Documentation Reviewed By: _____	Date: _____
State Agency Approval: _____	Date: _____
State Agency Denial: _____	Date: _____
*All supporting documentation must be attached	