



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

**FRESH FRUIT AND VEGETABLE PROGRAM (FFVP)
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 to osse.ffvp@dc.gov. Pre-approval is required prior to purchase of equipment. ***No equipment will be approved for reimbursement without completed justification form.***

| | |
|--|---|
| School Food Authority | |
| School Site | |
| Allocation Period | |
| Contact Person | |
| Equipment Requested | |
| Total cost of equipment | |
| Justification for equipment: | |
| Will this equipment be used exclusively for FFVP? If no, what percentage of cost will be prorated to FFVP? | _____ Yes _____ % prorated to FFVP _____ No \$ _____ cost attributed to FFVP |
| Why is the current equipment not sufficient for needs? | |

| State Agency Use Only | | | |
|-----------------------|-------------|-----------|------|
| Cost approved | Cost denied | Signature | Date |
| | | | |