

NOTE: EESD approval required prior to incurring costs.
 in excess of \$7,500. Private agencies are required to obtain and
 submit documentation of at least three bids for a purchase in excess
 of \$5,000.

EQUIPMENT PURCHASE APPROVAL REQUEST

PART I SPECIAL NOTE: Object Classification 6400 - Equipment and Object Classification 6500 - Equipment Replacement - The contractor listed below must apply for approval to use Child Development contract funds to purchase items of equipment, with a cost per item exceeding the limit specified in the Funding Terms and Conditions.

CONTRACTOR		ADDRESS		CITY	ZIP CODE
CONTACT PERSON		TELEPHONE	CONTRACT TYPE		VENDOR NUMBER

PART I - DESCRIPTION OF EQUIPMENT (Identify types of equipment proposed for purchase.)

QUANTITY	ITEM	ITEM COST	TOTAL COST	ITEM PLACEMENT (SITE ADDRESS)	ESTIMATED USEFUL LIFE EXPECTANCY	JUSTIFICATION ATTACHED
					____ YEARS	Yes <input type="checkbox"/> No <input type="checkbox"/>
					____ YEARS	Yes <input type="checkbox"/> No <input type="checkbox"/>
					____ YEARS	Yes <input type="checkbox"/> No <input type="checkbox"/>
					____ YEARS	Yes <input type="checkbox"/> No <input type="checkbox"/>

PART II - CERTIFICATION

I hereby certify that the above information is true and correct to the best of my knowledge. I also agree to abide by Funding Terms and Conditions requirements with regards to the title, use, disposition, and retention of equipment purchased with child care contract funds provide by the California Department of Education.

SIGNATURE OF BOARD PRESIDENT OR DESIGNEE	TITLE	DATE
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PART III - FOR CDD USE ONLY

EESD receipt date: ____/____/20____ Contractor notification date: ____/____/20____ CONSULTANT RECOMMENDATION Requested \$ <input type="text"/> Approved \$ <input type="text"/> Fiscal Year 20____/____ Year-to-Date Balance: \$ <input type="text"/>		COMMENTS			
		CONSULTANT	DATE	ADMINISTRATOR	DATE

Distribution: Original: Contractor, copies to Child Development Audits, Fiscal Analyst, EESD Consultant, and Contractor file.