

## Title V, Part B Equipment and Capital Expenditure Request

The federal requirements found in the Office of Management and Budget (OMB) guidance cited at Title 2, *Code of Federal Regulations (CFR)*, Part 200.313 (Cost Principles for Equipment and other capital expenditures) require a grantee or subgrantee to obtain prior written approval from its awarding agency before incurring the cost of a capital expenditure. The local educational agency (LEA) will need prior approval to make a capital expenditure purchase with Title V, Part B funds of \$10,000 or more.

The submission of this request provides assurance that the authorized use of funds criteria, found on the [Title V, Part B Authorized Use of Funds](#) has been met. If this request is approved, approval does not preclude possible Federal Program Monitoring (FPM) findings if the use of funds or any other criteria of Title IV, Part A funds are found out of compliance.

By submitting this form, you have reviewed and will follow all local level policies when making a purchase using federal funds. Please include a quote of the item to be purchased and email this document to the Title V, Part B Team at [REAP@cde.ca.gov](mailto:REAP@cde.ca.gov).

Date of Request:

Name of Primary Contact:

Title:

Email Address:

Phone Number:

District Name:

School Name:

County/District Code:

**Please describe the item(s) to be purchased with Title V, Part B funds.**

**Describe how the items will support the Title V, Part B Program.**

**Briefly describe how the activity/expenditure is reasonable, necessary, and an allowable cost to the program. (2 CFR 200.404–200.405)**

**Briefly describe how the Title V, Part B funds being used supplement the funds that would, in the absence of such funds, be made available from State and local sources, and does not supplant such funds. (20 U.S.C. 7351a)**

**Describe whether the Title V, Part B funds used are the current Federal fiscal year or the subsequent fiscal year. State which Federal fiscal year the Title V, Part B expenditure will be charged to. (20 U.S.C 7351).**

***CDE Use Only***

Date Approved:

CDE Staff: