California Department of Education
EPAR-2703 Form (Revised 05/2026)

California State Preschool Program (CSPP) Equipment Purchase Approval Request (EPAR)

Approval is required prior to incurring costs when the total amount equals or exceeds $10,000 per unit cost, including tax, and/or $10,000 in sum, including tax. Private agencies are required to obtain and submit documentation of at least three (3) bids for purchases requiring California Department of Education (CDE) approval. Public agencies shall comply with the applicable section of the Public Contract Code (PCC). Equipment replacement approval requests shall include pictures of the item that is being replaced attached to this EPAR.

Contractors must obtain approval before using CSPP contract funds to purchase equipment classified under Object Code 6400 (Equipment) or 6500 (Equipment Replacement) when the cost of any single item exceeds the limit outlined in the Contract Terms and Conditions.

If other programs benefit from the use of equipment, submit a cost allocation plan with approval request.

Vendor Number: _____

Contractor Legal Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone Number: _____

Email: _____

Please indicate whether this request is for a public agency or private:

- ◯ Public Agency
- ◯ Private Agency

If public agency is selected, does your agency opt in to the California Uniform Public Construction Cost Accounting Act (CUPCCAA)?

- ◯ Yes
- ◯ No

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 (Years)

Justification Attached:

- ○ Yes
- ○ No

Pictures Attached:

- ○ Yes
- ○ No

Please indicate whether this request is for a multi-year plan or single-year plan below**:**

- ○ Multi-year Plan
- ◉ Single-year Plan

Name of Vendor Selected: _____

Part II – Subcontract (If Applicable):

Will a subcontract be required for any service related to this purchase in excess of $10,000 requiring approval?

- ◯ Yes
- ◯ No

Part III – Certification:

I certify that the information provided above is true and accurate to the best of my knowledge. I also agree to comply with the Contract Terms and Conditions concerning the title, use, disposal, and retention of equipment purchased with funds from the CSPP contract, as provided by the CDE.

Signature of Authorized Representative:

Title: _____

Date: _____

Part IV – For CDE Use Only:

Receipt Date: _____

Contractor Notification Date: _____

Consultant Recommendation

- ○ Approved
- ◉ Not Approved (If marked, please indicate why in comment section)

Requested Amount: _____

Approved Amount: _____

Fiscal Year: _____

Year-to-Date Balance: _____

Comments:

_____

Consultant: _____ Date: _____

Administrator: _____ Date: _____