**Administrative Budget Worksheet for All Facilities**

Line E

Office Equipment

Items greater than $5,000 that have a useful life of at least one year are considered equipment.

Include computer equipment to be purchased or leased. Specify leased vs. purchased equipment. Describe procurement procedures.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Equipment to be Acquired** | **Acquirement of Equipment** | | | | | **Procurement Procedures** |
| Leased\* | Purchased\*\* | $ Amount of Contract | $ Amount Allocated | |
| CACFP | FDCH |
|  | 🞎 | 🞎 | $ | $ | $ |  |
|  | 🞎 | 🞎 | $ | $ | $ |  |
|  | 🞎 | 🞎 | $ | $ | $ |  |
|  | 🞎 | 🞎 | $ | $ | $ |  |
|  | 🞎 | 🞎 | $ | $ | $ |  |
|  | 🞎 | 🞎 | $ | $ | $ |  |
|  | 🞎 | 🞎 | $ | $ | $ |  |
|  | 🞎 | 🞎 | $ | $ | $ |  |

\**For Leased Equipment*: Scan and upload a copy of any lease contracts which have been entered in the last year or being contemplated.

\*\**For Purchased Equipment*: Submit documentation for determining annual depreciation.

*Use additional pages if needed.*