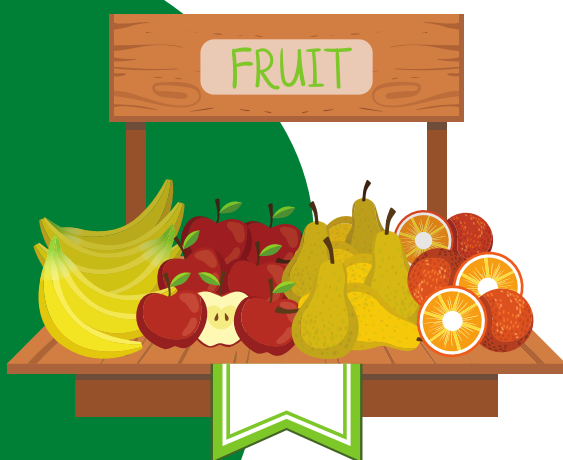


# PURCHASING EQUIPMENT IN THE USDA FRESH FRUIT AND VEGETABLE PROGRAM



NH Department of Education

**Office of  
Nutrition Programs  
& Services**



# Can I buy equipment with FFVP funds?

**Yes** - both operating and administrative categories allow labor and equipment costs. Equipment under administrative costs should be larger equipment purchases. Equipment purchased under operating costs should be smaller equipment purchases.

- Purchasing or leasing equipment such as refrigerators, coolers, portable kiosks, carts and portable foods bars are considered **administrative costs**.
- Items such as napkins, paper plates, cutting boards, knives, serving bowls and trays, cleaning supplies and trash bags are considered **operating costs**.
- Remember to prorate costs: Equipment purchased with FFVP funds that will be used in other school feeding programs must be **prorated** among the programs.
  - *The FFVP represents a small program and therefore the funds claimed under the FFVP should represent the smaller portion.*

# Do I Need to Get Prior Approval Before Purchasing Equipment for FFVP?

As per 2 CFR 200.439(2) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Part 439 (Equipment and other capital expenditures) requires that a School Food Authority (SFA which is the same as a School Administrative Unit – SAU and includes Residential Child Care Institution (RCCI) and sponsor) obtain prior written approval from the State Agency (State agency is New Hampshire Education Department, Office of Nutrition Programs and Services, NHED ONPS) before incurring the cost of a capital expenditure, including equipment. 2 CFR 200.439 defines “equipment” as any item or group of items purchased at the same time, of non-expendable personal property with a useful life of a year or longer and an acquisition cost which equals or exceeds the Federal per-unit capitalization threshold of \$5,000 (or a lower threshold set by State or local level regulations) - *The NHED ONPS, for the Fresh Fruit and Vegetable program, set this threshold at \$250.*

Any equipment under \$250 must follow proper Federal, State, or local procurement policies, as applicable, without submitting a request to NHED ONPS for approval.

If an SAU/sponsor wants to purchase equipment that costs \$250 or more, *the district MUST submit a written request for approval to NHED ONPS prior to purchasing the item.*

During the administrative reviews, appropriate supporting documentation is needed to ensure that equipment purchases were made based on approval of NHED ONPS prior approval process. Any equipment purchases more than \$250 and not having received prior written approval will be considered an unallowable expense for The Fresh Fruit and Vegetable Program and must be paid with some other funds than the non-profit food service account.

# FFVP Equipment Prior Approval Process - NHED ONPS

1. Determine if equipment is equal to or exceeds \$250
2. If the equipment is less than \$250, you do not need to submit a request for approval.
3. If the equipment exceeds \$250, a prior approval request must be submitted to the NHED ONPS. Follow step 5 and 6 to submit a request for approval, if needed.
4. Obtain three quotes for the piece of equipment to be purchased.
5. Complete the attached Equipment Request Form and attach the three quotes to the form.
6. Submit the completed form and quotes to:  
Madeline.R.Anastasia@doe.nh.gov

**Fresh Fruit and Vegetable Program - Equipment Approval Form**

# Q & A

**Question:** A school purchases equipment either with 100% FFVP funds or a percentage of funds (or an SFA on the part of a school(s)) but the following year, the school no longer participates in the FFVP. What happens to the equipment?

**Answer:** It is the responsibility of the SFA or SA to direct the disposition of equipment for those schools that no longer participate in the Program in keeping with existing guidance and the regulation at 7 CFR 3016.32(c)(1), and (e)(1) and (2).

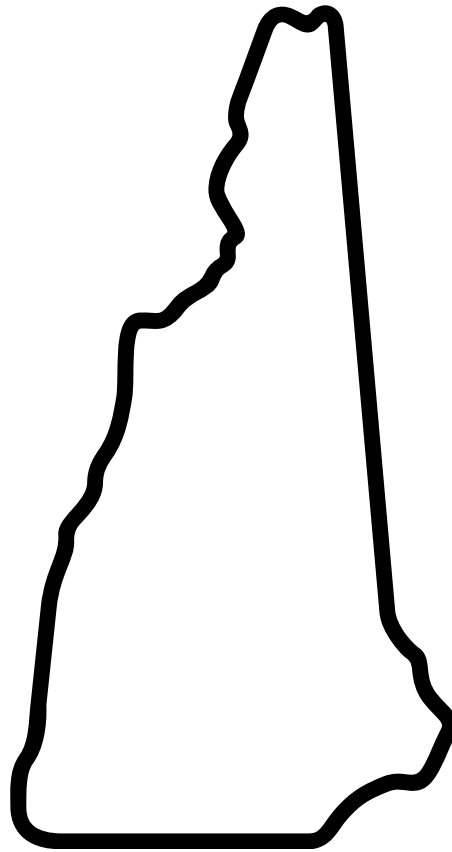
In general, when the equipment is no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by a federal agency. (Please refer to the regulation, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments at 7 CFR 3016.32 for a detailed explanation.)

Schools requesting equipment that may be used in other programs must prorate the cost of the equipment among all programs that will use the equipment. Along with the equipment justification, schools must also indicate percent usage for the FFVP, and make sure to only claim that portion directly associated with FFVP operations.



New Hampshire

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