

Equipment Purchase Request Form

See instructions on page two of this form.

Subgrantee:	Subaward Number:
Project Title:	Project Duration: From: _____ To: _____
Prepared by: Phone: _____	Date: _____

EQUIPMENT TO BE PURCHASED: Equipment is defined as tangible personal property with an acquisition cost of \$5000 or more per unit (including ancillary hardware items necessary to operate the equipment).

- Equipment to be Purchased: Include brand name, model, price of each unit. For automated data processing (ADP) equipment, include any added features, peripherals, and ancillary items necessary to its operations, as well as PRICE of each piece of equipment.

Item Description:
Brand Name:
Serial #:
Price:
% Paid by awarded federal funds:
% Paid by matching and/or agency funds:

- Vendor Name and Address: \_\_\_\_\_

- Procurement Process Used – Check one:

- Existing federal, state, or local bid from established state of local government award list that meets or exceeds the federal guidelines.  
Bid Type:     Federal     State     Local    Award Number: \_\_\_\_\_
- Competitive procurement (ATTACH a description of the vendor selection process, the number of qualified vendors, the vendor selected and reason for selection.)
- Sole source procurement (ATTACH a sole source justification explaining each of the following circumstances that apply:)

*Item is available only from a single source	* Emergent need does not permit a delay that might result from a formal competitive solicitation
*After solicitation of a number of sources, competition was deemed inadequate	*Expertise of the vendor

- Answer the following questions regarding this equipment purchase:

a. Is the equipment identified within the approved grant application and is it necessary and sufficient to meet the project goals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Is the equipment procurement in compliance with existing federal, state, and local laws and regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Was a purchase/lease comparison demonstrating that it is more advantageous to purchase rather than lease the equipment conducted?	<input type="checkbox"/> Yes <input type="checkbox"/> No

By my signature, I certify that the equipment requested is not currently available for the use of this project within my organization/agency. I understand that an Equipment Retention form must be submitted to CDVSA at the end of the grant period. I, hereby, also certify that the content of this form, other than the data entry required, has not been altered.

\_\_\_\_\_

Project Director Signature Date

**SUBMIT ONE SIGNED COPY**

\*\*\*CDVSA USE ONLY\*\*\*

This request is:     Approved     Denied

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_

CDVSA Program Coordinator Signature Date

Instructions for Completing Equipment Purchase Request Form

Use this form to obtain required CDVSA prior approval for the purchase of equipment.

**HEADING**

**Subgrantee:** This is the agency to which the grant award was made.

**Subaward Number:** This is the grant number assigned to the project by CDVSA. It can be found on the Grant Agreement.

**Project Title:** This is the name of the project which is defined which is identified on the Grant Agreement.

**Project Duration:** This is the period of the grant award, not the time period for which this report is being submitted. It can be found on the Grant Agreement, and is changed only if the project requests and receives a grant extension.

**Prepared By:** This is the person completing this form. Include this person's 10-digit phone number.

**Date:** This is the date this form is completed.

**EQUIPMENT INFORMATION:**

1. Equipment to be Purchased: Provide item description, brand name, serial number, price of each piece of equipment, as well as percentage paid with federal funds (this award only) and matching/agency funds. For Automated Data Processing (ADP) equipment includes any added features, peripheral and ancillary items necessary to its operation, and price of each. Continue on plain paper and attach it, if needed. You can also attach the manufacturer's description.
2. Vendor Name and Address: This is the name and address of the vendor from which the equipment described in #1 is to be purchased. USE SEPARATE FORMS FOR EACH VENDOR/AWARD BEING MADE.
3. Procurement Process Used: Check the process used to select the Vendor indicated in #2.
  - a. Indicate whether it was federal, state, or local bid on the Bid Type line. If from an existing bid, fill in the Award number line.
  - b. If the vendor was selected through a competitive process by written or phone quotations, attach a short narrative about the vendors contacted, price quotation from each, the vendor selected, and reason for selection.
  - c. If the vendor selected was determined to be the only source, a sole source justification must be attached that explains each of the following circumstances that apply:
    - ❖ Item is available only from a single source
    - ❖ Emergent need does not permit a delay that might result from a formal competitive solicitation
    - ❖ After solicitation of a number of sources, competition was deemed inadequate
    - ❖ Expertise of the vendor
4. Answer "Yes" or "No" to each of the questions regarding the purchase of this equipment.
5. Signature: The Project Director should sign attesting that the equipment requested is necessary. One signed copy must be submitted to CDVSA.

**REMINDER:**  
**EQUIPMENT ITEMS PURCHASED MUST BE REPORTED ON EQUIPMENT RETENTION FORM AT THE END OF THE GRANT PERIOD.**

CDVSA will return the form, after review, indicating whether the purchase is approved.