**Request for Prior Approval – IDEA Part B Equipment Purchases**

School districts are required to obtain the prior written approval from the SDDOE for capital expenditures for equipment with a per unit cost of $5,000 or more, when using IDEA Part B 611 flow-through or 619 preschool entitlement grants. 2 C.F.R. § 200.439 (b) (2)

The District’s superintendent or designee must submit the request and provide responses to the following areas:

1. Describe the planned use of the equipment to support students with disabilities.
2. Describe the procurement process to be used. Supporting documentation (i.e., specifications for the equipment and its capabilities, purchase requisitions, quotes/price comparison, etc.), as appropriate including the total amount of IDEA funds the District intends to expend.
3. How will the district ensure that the use of the equipment is allocable to this program and monitored to ensure it is only being used for special education?
4. Provide an explanation of why existing equipment is not sufficient, and why other options such as leasing or contracting for the services are not more efficient.
5. What is the expected useful life of this equipment?
6. Describe how the equipment will be maintained and how will the maintenance be funded.
7. Described the District’s property management process as required under 2 CFR Part 200.313(d).

It is the District’s responsibility to maintain inventory of federally funded equipment purchases of in accordance with UGG. (2 C.F.R. § 200.313). Equipment must be available for inspection and usage records must be maintained for review during monitoring and auditing activities.

I certify that the above information is true and correct to the best of my knowledge.

Print Name of Authorized Representative Signature of Authorized Representative Date

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School District Name

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