**FRESH FRUIT AND VEGETABLE PROGRAM (FFVP)**

**EQUIPMENT JUSTIFICATION FORM**

If schools purchase equipment for the FFVP, they must provide written justification to support the purchase and provide a copy of the specifications from the manufacturer on the requested equipment. Please complete the below form and submit to [osse.ffvp@dc.gov](mailto:osse.ffvp@dc.gov). Pre-approval is required prior to purchase of equipment. ***No equipment will be approved for reimbursement without completed justification form.***

|  |  |
| --- | --- |
| School Food Authority |  |
| School Site |  |
| Allocation Period |  |
| Contact Person |  |
| Equipment Requested |  |
| Total cost of equipment |  |
| Justification for equipment: |  |
| Will this equipment be used exclusively for FFVP? If no, what percentage of cost will be prorated to FFVP? | Yes % prorated to FFVP  No $ cost attributed to FFVP |
| Why is the current equipment not sufficient for needs? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **State Agency Use Only** | | | |
| Cost approved | Cost denied | Signature | Date |
|  |  |  |  |