



DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF

# EDUCATION

## 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