



Request Approval Form for Capital Assets Non Construction Project

NEBRASKA DEPARTMENT OF EDUCATION

*Required of all Nebraska school districts that intend to utilize ESSER funds for Capital Assets that are **NOT** Construction Projects. Multiple items can be placed on one form; however, all information should be provided for each of the items.*

Capital Assets Expenditures with an individual purchase price of over \$5,000 must be pre-approved.

Complete this form and return to:

Rhonda Wredt at rhonda.wredt@nebraska.gov

If you have questions about completing the form or the components of the form contact

Tom Goeschel, Director of Grants Compliance tom.goeschel@nebraska.gov or

Beth Wooster Administrator, Office of ESEA Programs Beth.Wooster@nebraska.gov

When purchasing equipment and capital assets it is the responsibility of the District to be aware of the following federal regulations: [2 CFR 200.313 Equipment](#), [2 CFR 200.439 Equipment and Other Capital Assets](#), and [2 CFR 200.436 Depreciation](#)

Name of School District:

School District Number:

School District Superintendent:

Superintendent Email:

Superintendent Signature: _____
Required

Date:

Purpose: In order for the Nebraska Department of Education (NDE) to determine if a capital asset proposed to be funded under the terms of ESSER funding is allowable, the District shall provide the additional information as requested below.

Our District _____ plans to utilize
(check one):

- ESSER II
- ESSER III

For a capital asset that aligns to allowable use (check one or more as needed):

- #2
- #8
- #10
- #14
- #15
- #16

Description of the Capital Item(s) to be Purchased:

1. Provide a full description of the item(s) to be purchased including intended use. In the description identify how the item(s) matches the Allowable Use selected and how the item is in direct response to the needs of the District in regard to COVID-19.

Price of the Item(s):

2. Provide a general cost estimate(s) related to the purchase of the Capital Asset.

Email Form to rhonda.wredt@nebraska.gov

FOR NDE USE ONLY:

Federal Programs Administrator Signature:

Date:

Once signed by the Federal Programs Administrator, this form will be returned as a PDF document to the District Superintendent to attach to the Capital Assets page on the GMS Application for ESSER.