



# Request Approval Form for Capital Assets Non-Construction Project using Federal Allocations

## NEBRASKA DEPARTMENT OF EDUCATION

*Required of all Nebraska school districts/ESU's/State Agencies that intend to utilize Federal funds for Capital Assets. 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.*

*If you have questions about completing the form or the components of the form, contact your Federal Programs Consultant or Beth Wooster Administrator, Office of ESEA Programs.*

*Complete this form and return to:*

*Beth Wooster at [Beth.Wooster@nebraska.gov](mailto:Beth.Wooster@nebraska.gov) or your Federal Programs Consultant*

When purchasing equipment and capital assets it is the responsibility of the District/ESU/State Agency 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/ESU/State Agency:**

**School District Number/ESU/State Agency Number:**

**Superintendent of District or ESU Administrator  
or State Agency Administrator:**

**Administrator Email:**

**Administrator 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 Federal funding is allowable, the District/ESU/State Agency shall provide the additional information as requested below.

**This request is for:**

Title I 6200

Title I-D 6230

Title IV-A 6969

**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 intent of the grant.

**Price of the Item(s):**

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

**Federal Procurement Policy:**

3. Does the district have a Federal Procurement Policy? Yes                      No

If yes, describe the Federal Procurement Policy the district will utilize for this purchase? If the district will be using an existing procurement agreement that was entered into prior to receiving notification of allocation, please provide a description of the process used and both the effective dates and scope of the contract.

Email Form to [beth.wooster@nebraska.gov](mailto:beth.wooster@nebraska.gov) or your Federal Programs Consultant

**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/ESU/State Agency Administrator to attach to the Capital Assets page on the GMS Application.

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