



# 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.

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.