



## State Agency Approval Process for SFA Equipment Purchases

**Policy/Procedure Number:**

**Date: April 2014**

SP 31-2014 State Agency Prior Approval Process for School Food Authority (SFA) Equipment Purchases requires approval on equipment purchases equal to or greater than \$5,000. SCN has created an approved list of equipment that does not require prior approval unless the equipment is being purchased through sole-source procurement.

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**Procedure:**

1. Determine if equipment purchase is to equal or greater to \$5,000. If so, is it on the approved SCN equipment list. See attached list.
2. If equipment is not on the list or is sole-source procurement, State Agency approval is necessary for purchase.
3. Complete Approval Form and attach necessary documents.
4. Submit to SCN for Approval.
5. SCN is to review the request and notify the sponsor of an approval or denial within 30 days of submission.

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The above procedure was implemented on April 2014

Approved Date:

4/7/2014

Director's Signature:

Diana J. Kett