



CAPITAL EQUIPMENT REQUESTS CERs

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Administrator



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)



Food and Nutrition Division
National School Lunch Program

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CAPITAL EQUIPMENT REQUESTS

- Capital Equipment >\$5,000 and purchases that significantly enhance the useful life of equipment
 - Does not include **any** purchase >\$5,000

UPLOAD DOCUMENTATION IN TXUNPS

- Include documentation of quotes
- Documentation of use of formal bid process, IFB/RFP (in excess of \$50,000)

QUOTES

- Utilize the lowest bid
- Ensure three quotes obtained (or demonstrate reasonable effort to obtain three)

COST OF REQUEST SHOULD INCLUDE

- Installation
- Delivery and setup
- Parts, such as shelving

CANNOT FURNISH A NEW KITCHEN, MAY REPLACE EQUIPMENT

- The costs of building a kitchen are analogous to the costs of constructing school buildings, which historically have been borne by the school district with general or capital improvement funds. Similarly, such capital infrastructure costs should be borne by the district just as the school building and its contents. A kitchen is more than the structure that houses the kitchen, a kitchen must include the “contents” that allow it to function as a kitchen. Therefore, an empty building is not a kitchen until it is capable as functioning as one, i.e., be equipped with electricity, water, sewage, stoves, sinks, etc.; for this reason, the initial cost to build “the school building and its contents ” belongs to the district.



AUTOMATIC APPROVAL AVAILABLE FOR SOME ITEMS

ITEMS NEEDING ADDITIONAL JUSTIFICATION

- Vehicles
- Generators

ITEMS NEEDING USDA APPROVAL

- Increasing space
- Major remodels
- Major procurements – food trucks, additional space

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Questions?