

Approval Form

EQUIPMENT OVER \$5,000



REQUIREMENTS

Note: For the purposes of the GEAR UP grant, “Equipment” refers to any single item with a cost greater than \$5,000. *It does not refer to the total price of multiple items with an individual price less than \$5,000.* For example, purchasing two \$3,000 smart boards at a total price of \$6,000 is **not** considered equipment, but a single \$5,250 smart board is.

Equipment purchases require federal approval per [§ 200.439 Equipment and other capital expenditures](#). Complete the Equipment Over \$5,000 Approval Form and submit to School Coach. Federal guidance requires approval from the program officer at the US Department of Education. Approval may take several weeks. Additional information may be requested.

Requestor’s Information	
1. District	2. School
Equipment Description and Program Plan Details	
3. What is the equipment?	
4. Activity Description (*Include a description of the equipment and plans for implementation).	
5. What is the activity number and title from program plan?	
6. Select the measurable objectives this equipment will support (check all that apply).	<input type="checkbox"/> Increase the academic performance and preparation for postsecondary education for GEAR UP students <input type="checkbox"/> Increase the number of students who pass Algebra 1 or its equivalent by the end of ninth grade <input type="checkbox"/> Increase the rate of high school graduation <input type="checkbox"/> Increase GEAR UP students' and their families' knowledge of postsecondary education options, preparation, and financing <input type="checkbox"/> A majority of students will submit a completed FAFSA/ORSAA <input type="checkbox"/> Increase enrollment in postsecondary education for GEAR UP students <input type="checkbox"/> The majority of current and former GU students who enrolled in postsecondary education persist to the second year

7. Describe how the activity and this equipment purchase tie into the objectives selected above.			
8. What percentage of the students will be served by/use this equipment?			
9. Grade Levels	<input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> College		
Federal, state, and agency guidelines requires at least three quotes/proposal for equipment. List the quote prices. Include shipping and handling, as well as any additional fees or costs (e.g. maintenance contracts or warranties) For documentation purposes, retain all quotes/proposals.			
<div style="display: flex; justify-content: space-around;"> Quote 1 Quote 2 Quote 3 </div>			
Cost of Item			
Cost of Shipping			
Additional Costs			
Total Cost (item + shipping + additional costs)			
Which quote/proposal is being proposed for selection?	<input type="checkbox"/> Quote 1	<input type="checkbox"/> Quote 2	<input type="checkbox"/> Quote 3
<p>Why?</p> <p>What selection criteria was used in determining the quote/proposal selection? If your school/district contracts with a specific company, please include this information.</p>			