



## Fresh Fruit and Vegetable Program (FFVP)



### Equipment Purchase Request

All equipment purchases utilizing FFVP funds require State Agency approval. Complete this form, include three (3) quotes, and submit to Jessa Zuck by email at [jessa.zuck@azed.gov](mailto:jessa.zuck@azed.gov), or fax to 602-542-3818. Pre-approval is required prior to the equipment purchase.

Local Education Agency (LEA) Name	
Site Name	
Contact Name	
Equipment Request	
Total Cost of Equipment	
Reason for Equipment Request	
Reason Current Equipment is Insufficient for FFVP	
Will This Equipment Be Used in FFVP Exclusively?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, Indicate Prorated Cost	<div style="margin-bottom: 10px;">_____ Total Unit Cost</div> <div style="margin-bottom: 10px;">_____ % Prorated to FFVP</div> <div style="margin-bottom: 10px;">_____ Unit Cost to FFVP</div>
Total Administrative Cost	\$ _____ % _____ (10% Max of Total Allocation)

ADE USE ONLY			
Cost Approved	Cost Denied	Signature	Date

Health & Nutrition Services, 1535 West Jefferson St., Bin #7, Phoenix, AZ 85007, [FFVP@azed.gov](mailto:FFVP@azed.gov)

*This institution is an equal opportunity provider.*