

**Fresh Fruit and Vegetable Program (FFVP)
Justification of Large Equipment Purchase Form**

Overview: Large equipment with a cost of \$250 or more purchased with FFVP funds must be approved in advance. Allow at least two weeks for MDE to process this request. Once reviewed, MDE will notify the FFVP contact of approval. This form must be submitted by December 1, 2024. Equipment should be purchased no later than January 31, 2025.

How to Submit: Send the completed form via email attachment to mde-ffvp@michigan.gov. In the subject line, indicate Sponsor name and agreement number – FFVP Equipment Purchase Form.

Required Information:

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|---------------------------------------|
| School District Name: |
| Agreement Number: |
| School Building/Site Name: |
| Contact Name: |
| Contact Email: |
| Type of Large Equipment Requested: |
| Total Cost of Requested Equipment: \$ |

Will this equipment only be used for FFVP?

Yes No

If "No," what percentage will be used for other programs?¹

Justification (why the current equipment is not sufficient for FFVP operations):

How many times will the fruits and vegetables be offered per week?
_____ times per week

How frequently are deliveries received for FFVP?

Please include any other information below that will support the large equipment purchase.

¹Equipment purchased with FFVP funds that will be used for other School Nutrition Programs must be **prorated** among the programs. If claiming 100% under FFVP, please explain why the equipment will not be shared with other School Nutrition Programs (i.e., School Breakfast Program, National School Lunch Program, Summer Food Service Program, etc.) If claiming less than 100%, explain which other School Nutrition Programs the equipment will be shared and specify the percentage breakdown.