

Equipment Over \$5,000 Request Form Special Education Programs

Complete this form only for individual equipment items which cost more than \$5,000 and last more than one year.

USD Name _____ USD Number _____ Date _____

Contact Name _____ Phone _____

Please indicate below which funding year the expenditures will be charged to as well as the allocation VI-B 3-21 or VI-B 3-5

Allocation and Year Expenditure will be Applied	Kind of Equipment* (Description)	Manufacturer and Model Number	Building(s) Where Equipment Will Be Used	Quantity	Unit Cost	Total Cost

Please indicate the activity for which the above listed equipment is to be used and how it supports the designated program(s):

* Equipment is distinguishable from supplies in that it will last more than one year and will have an acquisition cost of \$5,000 or more per unit. As a reminder, one must have prior approval to purchase equipment over \$5,000 from the State Education Agency. If any equipment is to be purchased for the upcoming school year, anticipated expenditures must be reported in Code 30, on line item #700 Property. Also, the district is to maintain an updated inventory list of any equipment purchased with the funds listed above.

Please submit to:

Special Education and Title Services Team, Kansas State Department of Education, 900 SW Jackson St., Topeka, KS 66612