

Elementary and Secondary School Emergency Relief (ESSER)
Equipment to be Purchased

Please submit to: ESSER@ksde.gov

Special Education & Title Services Team

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 _____

Specify the program funding the purchase. Possible programs are: Title I, Title II A, Title III A, Title IVA, 21st Century Community Learning Centers, Migrant, ESOL/Bilingual, and At-Risk.

Program Funding the Purchase	Kind of Equipment* (Description)	Manufacturer and Model Number	Building 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):

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*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. If any equipment is to be purchased, one must have the necessary funds in the approved budget on line item #700 Property. Also, the district is to maintain an updated inventory list of any equipment purchased with the funds listed above.

An Equal Employment/Educational Opportunity Agency

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201

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