# Federal Program Capital Expenditure Request Form

|  |  |
| --- | --- |
| Item | Contact Information |
| Local Educational Agency (LEA) |  |
| LEA Contact Name and Title |  |
| LEA Contact Email |  |
| LEA Contact Phone |  |

The ([eCFR :: 2 CFR 200.439 -- Equipment and other capital expenditures](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRed1f39f9b3d4e72/section-200.439)) guidelines apply when considering allowable use of funds for federal expenditures. The purchase must meet all the requirements below. Prior to the procurement of capital expenditures with federal funds, school districts must receive approval from OSPI (CFR §200.439.) ***See the*** [***Federal Capital Expenditure Guidance***](https://waospi.sharepoint.com/:w:/r/sites/Title_I_Part_A_Team/Shared%20Documents/General/Guidance%20Publications%20OSPI%20Title%20IA/Title%20I,%20Part%20A%20Fiscal%20Handbook/FedProgCapitalExpenditure%20Request%20Approval%202025.docx?d=wdaae1c67bb194f09a2bc2342d224faa3&csf=1&web=1&e=Qx9I1V) ***for instructions, guidance and examples.***

## Please ensure all bullets apply to your purchase request:

* **Relates** directly to the intent and purpose of the federal program. Consult with [program staff](https://ospi.k12.wa.us/policy-funding/grants-management/esea-consolidated-grant-application/consolidated-grant-application-contacts) to ensure that the expenditure is allowable.
* **Meets** the “necessary” and “reasonable” cost criteria under [eCFR :: 2 CFR 200.404 -- Reasonable costs](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRea20080eff2ea53/section-200.404).
* **Maintains** detailed records of all capital expenditures as required under [eCFR :: 2 CFR 200.313 -- Equipment ((d)management requirements).](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR8feb98c2e3e5ad2/section-200.313#p-200.313(a))

### Capital Expenditure Request – Justification Table(s)

| Request #1 | Description |
| --- | --- |
| **Fiscal Year** |  |
| **Grant Funds Used** *(add amount and select one program funding)* | $  Title IA, Title II, Title III, Title IC, Title IVA, Title ID |
| **Type of Expense** |  |
| **Alignment with Federal Program** |  |

## Insert additional tables as needed.

# Approval from Federal Staff:

|  |  |
| --- | --- |
| Item | Response |
| **Approval Yes/No** |  |
| **If not approved, reason for suggested revisions:** |  |
| **Federal program staff name:** |  |
| **Date of approval:** |  |

Questions about federal capital expenditures, consult with [program staff](https://ospi.k12.wa.us/policy-funding/grants-management/esea-consolidated-grant-application/consolidated-grant-application-contacts) to ensure that the expenditure is allowable.