

VIRGINIA COMMUNITY COLLEGE SYSTEM

Workforce Innovation and Opportunity Act

Equipment Purchase Approval Request

Subrecipients must request written prior approval from the WIOA Title I Administrator, Virginia Community College System (VCCS) for equipment purchases with a *per unit cost of \$5,000 or more*. Lack of written prior approval for purchases may result in disallowed costs.

PART I - SUBRECIPIENT INFORMATION

Organization Name: _____

Requester's Name and Title: _____

Phone: _____ Email: _____

PART II - DESCRIPTION OF EQUIPMENT & PURCHASE JUSTIFICATION

Qty.	Item Description	Unit Price	Total

*Attach supporting documentation and any other information that may be helpful to reviewer.

WIOA Funding Stream (Program Year and Adult, Youth and/ or DLW): _____

Federal Grant Award Name and Number: _____

Why is the purchase of this equipment essential for this grant program? Please identify the equipment's use as programmatic and/or administrative.

Will additional programs or entities not affiliated with WIOA utilize and benefit from the equipment to be purchased? If yes, please identify the programs and attach a cost sharing schedule.



PART III - CERTIFICATION

By signature of this request, I acknowledge that I have reviewed the VCCS WDS VWL #16-08 Change 1: Equipment Management – Acquisition, Inventory and Disposition Policy. I certify that the above information is true and correct to the best of my knowledge. I also agree to abide by the Policy requirements with regards to the acquisition, inventory, disposition, and retention of equipment purchased with Workforce Innovation and Opportunity Act funds provided by the Virginia Community College System, WIOA Title I Administrator.

Requester's Signature _____ Date _____

VCCS Approval Signature _____ Date _____