



STATE OF HAWAII  
 DEPARTMENT OF EDUCATION  
**HAWAII CHILD NUTRITION PROGRAMS**  
 650 Iwilei Road, Suite 270  
 Honolulu, Hawaii 96817  
 (808) 587-3600

**EQUIPMENT PURCHASE APPROVAL  
 FORM O-10  
 SY- 2017- 2018  
 For SFSP, FFVP, or NSLP**

SFA/Sponsor Name: \_\_\_\_\_ Program:  SFSP  FFVP  NSLP (check one)  
 Site Name: \_\_\_\_\_ Agreement # \_\_\_\_\_

If your SFA/Sponsor intends to purchase equipment, prior approval from HCNP may be required before making your purchase.

**Step 1** - Please read the following carefully and complete this form if required.

**Do not complete this form if:**

- The equipment to be purchased qualifies as Capital Equipment\* AND your equipment is on the "HCNP Pre-Approved Equipment List" on the next page. Prior approval is not required and you may purchase your equipment.

**Complete this form if:**

- The equipment to be purchased qualifies as Capital Equipment\* AND is not on the "HCNP Pre-Approved Equipment List" on the next page,
- The purchase is considered sole source,
- The purchase is over \$25,000, OR
- The purchase is considered an emergency purchase.

If **any** of the above conditions are met, prior approval from HCNP is required before making purchase.

\***Capital Equipment** is defined in SP 39-2016 as "tangible personal property (including information technology systems) having a useful life of one year or longer and a per-unit acquisition cost that equals or exceeds the lesser capitalization level established for financial statement purposes, \$5,000, or a lower threshold set by State or local level regulations." Capital equipment purchases are an unallowable cost unless pre-approved by HCNP using this form or the equipment is included on the "HCNP Pre-Approved Equipment List." All procurements must follow competitive Federal, State, or local procurement procedures.

**Step 2** - If approval is required, complete the chart below listing the capital equipment purchases planned for the school year that are not listed on the "HCNP Pre-Approved Equipment List." If additional capital equipment purchases are required during the school year, submit another completed Form O-10 to HCNP for approval.

Equipment Type	Equipment Location(s)	Quantity	Estimated Cost per Unit	Total Cost	Funding Source	HCNP Approval

(Attach additional sheets, if needed)

**Step 3** - Any purchase which is SOLE SOURCE, OVER \$25,000/unit, and/or is an EMERGENCY PURCHASE requires the SFA to provide written justification to HCNP, including all pertinent information such as:

- |   |                          |                             |
|---|--------------------------|-----------------------------|
| a. Type of equipment & specifications                     | b. Why it is essential   | c. Total cost               |
| d. Unique feature(s), characteristics(s) or capability(s) | e. Vendor(s) information | f. All sources investigated |

I certify the equipment listed is for the sole purpose of USDA Child Nutrition Programs only. A copy with HCNP approval will be returned for your files. **I understand that I am not to purchase equipment until approved by HCNP.**

\_\_\_\_\_  
 Signature of Board Chair/Administrator/ Person with Legal Financial Authority

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Date

## HCNP PRE-APPROVED EQUIPMENT LIST

Per SP 39-2016, the purpose of this pre-approved equipment list is to allow SFA/Sponsor's to purchase equipment without prior approval from HCNP while following the competitive Federal, State and Local procurement procedures. Equipment is defined as "tangible personal property (including information technology systems) having a useful life of one year or longer and a per-unit acquisition cost that equals or exceeds the lesser capitalization level established for financial statement purposes, \$5,000, or a lower threshold set by State or local level regulations." **Proof of the lesser threshold along with the equipment invoice must be kept on file for review by the State Agency. Any equipment purchases identified as unallowable during an administrative or procurement review will be disallowed and recovered through a debt collection process.**

**Note: Any equipment NOT listed here will require Form O-10 submission and approval from HCNP before purchase.**

<p><b>COUNTERTOP EQUIPMENT</b> Ice Machine Cooling Tank/Tumble Chiller Cook Chill Kettles Cooling Tower</p> <p><b>ALL COMMERCIAL RANGES AND OVENS</b> Combi-Oven (small and large) Commercial Cooktops and Ranges Commercial Convection Ovens Cook and Hold Ovens Tilting Skillet Kitchen Hoods Retractable Exhaust</p> <p><b>REFRIGERATORS</b> Pass Thru Refrigerators Drop in Refrigerators Solid Door Reach- in Refrigerators Milk Coolers Refrigerated Buffet Tables Under Counter Refrigerators Worktop Refrigerators Commercial Refrigerator Dual Temp</p> <p><b>FREEZERS</b> Commercial Chest Freezers Solid Door Reach-In Freezers Worktop Freezers Under-Counter Freezers Commercial Refrigerator Freezer Dual Temp</p> <p><b>STEAMERS AND STEAM TABLES</b> Electric Steam Tables Gas Steam Tables Steam Table Serving Shelf Double Stack Convection Steamer Commercial Steamer</p> <p><b>COLD FOOD SERVING TABLES</b> Serving Bars w/ guards Refrigerated Buffet Tables/ Salad Bars Sandwich/Salad Prep Tables</p> <p><b>FOOD WARMERS</b> Countertop Food Warmers Drawer Warmers Drop-In Food Warmers</p> <p><b>PROCESS/ PACKAGING</b> Dough Presses Dough Line Dough Rounder Muffin Depositor Packaging Machine Commercial Griddles</p>	<p>Commercial Hot Plates Commercial Microwave Oven Electric Food Slicers Commercial Toasters Induction Cookers Commercial Food Processors Commercial Food Blenders Commercial Food Cutters Refrigerated Prep Tables</p> <p><b>DISHWASHER-SINKS AND SUPPLIES</b> Under Counter Commercial Dishwasher Waste Disposal (Insinkerator, Savajor) Commercial Sinks Water Heater Booster Dish Tables Floor Troughs</p> <p><b>COMMERCIAL MIXERS</b> Commercial Countertop Mixers Floor Mixer Commercial Food Processors Vertical Cutter Mixer Planetary Mixer</p> <p><b>HOSPITALITY CARTS</b> Tray Station Tray Truck Delivery Cart Tray Dispenser Condiments Carts</p> <p><b>HOLDING AND PROOFING CABINETS</b> Holding Cabinets-Stationary and/ or Mobile Proofing Cabinets Low Temperature Holding Cabinet Hot Food Storage Cabinets</p> <p><b>COMMERCIAL WORK TABLES</b> Enclose Base Commercial Work Table Poly Top Work Table Stainless Steel Work Table Poly Top Work Table Stainless Steel Work Tables with Under Shelf</p> <p><b>MISCELLANEOUS</b> Aerator Compressor Condenser Electronic Menu boards Grease Pumps Lunch Tables Washer and Dryer (for use by food service only)</p>
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