

Approval Request Form for Oregon WIC Local Agency Capital Expenditures

Date Submitted:

Instructions: This form must be filled out **prior** to making equipment, computer or other capital expenditures that exceed \$2,500 per purchase. Please submit this form to your assigned nutrition consultant at least two weeks in advance. **Note:** State will need at least six weeks prior notice if amount requested is greater than \$25,000 for non computer equipment, or greater than \$5,000 for purchase of buildings and land, and improvements to buildings or land.

Requesting Agency	Contact Person (Name and Title)	Phone Number/E-mail
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1. What is the agency requesting to purchase? Specify item, quantity, if applicable, and total anticipated expenditure amount.		
2. How will the item(s) purchased be used?		
3. Will the item(s) be used by other non-WIC staff or programs?	Yes	No
4. If yes, enter staff or program(s) name:		
5. Will any agency or county general funds be used in addition to WIC funds?	Yes	No
6. When does the expenditure need to be made? (Please be specific.)		
7. Additional information and/or comments:		

State WIC use only:

NC recommendation(s) to managers:

Date received:	Approved	Yes	No
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Name:	Signature:	Date:
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