

# Equipment Purchase Request

**This form is the mechanism to obtain approval for the purchase or disposition of non-expendable personal property.**

- Grantees and subgrantees must follow the standards found in OMB Uniform Guidance 2 CFR 200, 10 CFR 440 and other State of Nebraska regulations.
- All grantees must obtain purchase or disposition approval for items having a unit acquisition cost of \$5,000 or more.
- Subgrantees and grantees using Nebraska Weatherization Assistance Program (NeWAP) funds must seek approval for all vehicle purchases.
- The sealed method is the preferred method for large purchases that total individually or in-the aggregate \$100,000 for government and non-profit organizations. Remember, a competitive proposal will become a non-competitive proposal (sole source) in any situation where only one response is received, regardless of whether the original proposal required approval.

**Agency:** \_\_\_\_\_

**NeWAP Fund(s) to be used:** ☐ DOE ☐ LIHEAP Equipment ☐ LIHEAP Admin/Support ☐ Other (explain): \_\_\_\_\_

**Equipment needed for:** ☐ Program Expansion ☐ Replacement ☐ Other (explain): \_\_\_\_\_

Item Description	% Fed Funds	Replacing Current	Quantity	Unit Price	Net Price
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Total:</b>					

**Purchase justification:** Explain why the item(s) is needed, the item's purpose, and who all will be using the item(s). If attrition, list present value and serial number of equipment to be replaced.

**Was the bid proposal advertised in a newspaper or other media?** ☐ Yes ☐ No ☐ N/A

\* Not applicable if bid was not advertised in a newspaper or other media.

\* Advertisement must be sent along with this form.

**If applicable, in which media did you advertise?** \_\_\_\_\_

**If applicable, dates advertised.** From: \_\_\_\_\_ To: \_\_\_\_\_

**Number of bids sent to vendors:** \_\_\_\_\_ ☐ N/A

\* Not applicable if bid was advertised.

**Number of bids received back from vendors:** \_\_\_\_\_ **Selected vendor was low bidder:** ☐ Yes ☐ No

**Selected vendor name:** \_\_\_\_\_

**Bid specifications:** (In all cases, bid requests must be sent along with this form for review.) If vendor selected was not the low bidder, explain the reason the vendor was selected.

**Sign  
Here**

Subgrantee Authorized Signature

Date

Typed Subgrantee Authorized Signature

For internal use only:

NeWAP Authorized Signature

Date

☐ Approved
☐ Not approved

After receipt of the vehicle/equipment, complete this section and provide a copy to the  
Nebraska Department of Environment and Energy.

A copy must also be included in subgrantee inventory records for possible future state and federal monitoring

Acquisition Date		Acquisition Cost	
Year		Manufacturer	
Make		Model	
Serial #/VIN			
Description (if different than above)			
What is this replacing			

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