



TO: All Nutrition program sponsors  
FROM: Brigette Hires, Administrator  
Office of Nutrition  
DATE: July 3, 2019 (revised October 8, 2024)  
RE: Preapproved equipment list

## **Introduction**

This policy establishes a list of equipment that may be purchased without prior written approval of the state agency.

## **Background**

2 CFR 200.439 requires that program sponsors obtain prior written approval of the state agency before incurring the cost of a capital expenditure, including equipment.

2 CFR 200.1 defines “equipment” as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes, or \$10,000 or a lower threshold set by state or local level regulations.

The USDA allows state agencies to establish a list of equipment that sponsors may purchase without submitting a request for prior approval (USDA memo SP 39-2016; SFSP 13-2016; CACFP 11-2016).

## **Policy**

Any sponsor may purchase equipment for use solely in Nutrition programs without submitting a request for prior approval if the equipment appears on this list. Sponsors must follow proper procurement procedures for all purchases.

If a sponsor wishes to purchase equipment that is not on this list, the sponsor must obtain prior written approval from the state agency for the purchase.

If a sponsor wishes to purchase equipment that will be used for both program and non-program purposes, the sponsor must obtain state agency prior written approval for the purchase even if the equipment appears on this list.

Please contact your assigned Education Program Specialist or the Office of Nutrition at 614-466-2645 with any questions.

## Preapproved Equipment List

Subject to the pre-approved equipment list policy, the purchase of equipment on the following list does not require prior written approval from the state agency.

- **Cooking equipment**
  - Broiler/Salamander
  - Cook and hold oven
  - Griddle
  - Grill
  - Oven (including conventional, convection, combi, microwave, etc.)
  - Range
  - Rotisserie
  - Steamer
  - Steam-jacketed kettle
  - Tilt skillet
  - Toaster
  
- **Storage and transport**
  - Can rack
  - Freezer (reach-in, walk-in, pass-through, work-top, under counter, etc.)
  - Hot holding unit (mobile or stationary)
  - Insulated transport cart
  - Refrigerator (reach-in, walk-in, pass-through, work-top, under counter, air screen, etc.)
  - Shelving unit
  - Tray/pan rack
  
- **Food prep**
  - Blast chiller
  - Blender
  - Buffalo chopper
  - Food processor
  - Ice machine
  - Mixer
  - Slicer
  - Vertical cutter-mixer
  
- **Fixtures and furniture**
  - Cashier station
  - Condiment bar
  - Hot/cold well
  - Salad bar
  - Sink (hand washing, prep, dishwashing, etc.)
  - Sneeze guard
  - Steam table
  - Storage cabinet
  - Tables/chairs for dining room
  - Tray line
  - Work table
  
- **Ware washing/Sanitation**
  - Booster heater
  - Dish machine
  - Dish table
  - Disposer
  - Pot/Pan sink
  - Pulper
  - Water softener