



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov



Fresh Fruit and Vegetable Program Equipment Request

FFVP administrative funds may be used to purchase large equipment (such as a serving cart or cooling unit.) Purchase of large equipment requires written support. Small equipment purchases (disposable supplies) do not require written request and should be recorded as an expenditure of operational funds.

Please complete mail request to OPI School Nutrition Programs, PO Box 202501, Helena, MT 59620 or fax to 406-444-2955 prior to the purchase of large equipment with FFVP funds.

School District:	
Agreement Number:	
Site Name(s):	
Equipment:	
Total Cost/FFVP Use: List the total cost of equipment. If other programs will be using equipment and sharing cost, please include percentage of FFVP use and cost.	
Justification: Explain why the equipment is needed and why current equipment will not be sufficient.	

School Food Authority Authorized Representative*	Office of Public Instruction
Submitted By (signature)	Approved By (signature)
Title	Christine Emerson Director School Nutrition Programs
Date	Date

*Authorized Representative is the person designated and authorized by the governing board to enter into contracts on behalf of the Local Agency and must be responsible to the Office of Public Instruction, School Nutrition Programs for all administrative and operational terms of the School Nutrition Programs. The Authorized Representative is usually represented as the district Superintendent or other AR designated official.