

# Equipment (including Vehicles) Prior Approval Request

- Required for single items over \$5,000 -

|   |  |
|---|--|
| <b>Subrecipient:</b>                          |  |
| <b>Person Completing Prior Approval Form:</b> |  |
| <b>Date of Submission to DHEC:</b>            |  |

## 1. Requested equipment/vehicle purchase

### Non-Vehicle Purchases

|                               |  |
|-------------------------------|--|
| <b>Equipment name/type:</b>   |  |
| <b>Manufacturer:</b>          |  |
| <b>Year:</b>                  |  |
| <b>Cost:</b>                  |  |
| <b>Brief Overview of Use:</b> |  |

### Vehicle Purchases

|                               |  |
|-------------------------------|--|
| <b>Make:</b>                  |  |
| <b>Model:</b>                 |  |
| <b>Year:</b>                  |  |
| <b>Cost:</b>                  |  |
| <b>Brief Overview of Use:</b> |  |

2. Justification of need for equipment/vehicle and how the purchase will improve services in the service area:

3. Breakdown of purchase costs:

(ex. If purchasing a vehicle, will another be traded in? If replacing IT equipment, does the fee include disposition of equipment in an appropriate manner?)

4. Ongoing costs associated with the equipment/vehicle that may be charged to RWB? If the purchase results in ongoing costs that will not be charged to RWB, how will those expenses be paid?

(ex. If purchasing a vehicle, what are the anticipated gas, registration, insurance, etc. fees? If purchasing a printer, will there be a monthly maintenance fee?)

|   |  |
|---|--|
| 5. Are you committed to following the <i>SC Procurement Guidelines for Subrecipients</i> ?  |  |
| <a href="https://www.scdhec.gov/sites/default/files/media/document/Procurement-Guidelines-for-Subrecipients-032020.pdf">Guidelines Available Here - https://www.scdhec.gov/sites/default/files/media/document/Procurement-Guidelines-for-Subrecipients-032020.pdf</a> |  |
| 6. Are you committed to the DHEC <i>RWB Provider Vehicle Requirements</i> , including the development of a service standard?  |  |
| 7. Have you attached the appropriate number of quotes?  |  |
| ONE (1) required for items less than \$10,000<br>THREE (3) required for items \$10,000-\$25,000.<br>Items above \$25,000 require written solicitation of quotes publicly advertised.  |  |

Subrecipient Request Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Subrecipient Authorizing Official Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

| For DHEC Use   |  |
|--|--|
| HRSA/HUD Approval Required<br>(DHEC will submit to HRSA /HUD for approval) |  |
| If required, date approval sent to HRSA/HUD:                               |  |
| HRSA/HUD Approval Received:  |  |
| HRSA/HUD Approval/Denial Date:   |  |

DHEC Approval Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_