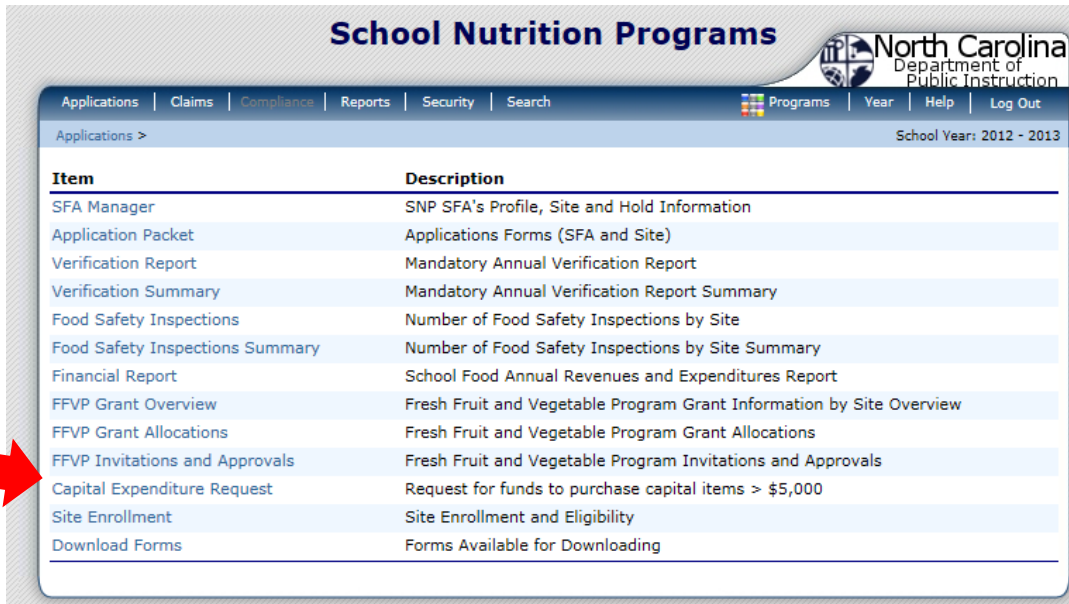


Instructions for Completing an online Capital Expenditure Request

- Log into the School Nutrition Technology System at <https://www.ncchildnutrition.org>
- Select “Application” tab
- Select “Capital Expenditure Request”



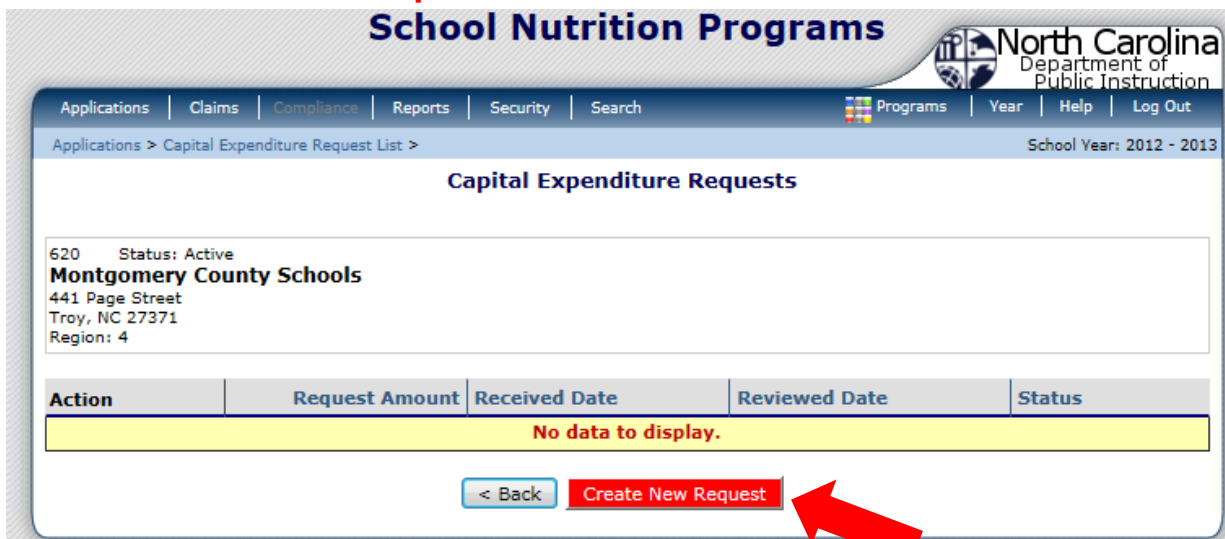
School Nutrition Programs North Carolina Department of Public Instruction

Applications | Claims | Compliance | Reports | Security | Search Programs | Year | Help | Log Out

Applications > School Year: 2012 - 2013

Item	Description
SFA Manager	SNP SFA's Profile, Site and Hold Information
Application Packet	Applications Forms (SFA and Site)
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Financial Report	School Food Annual Revenues and Expenditures Report
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
FFVP Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations
FFVP Invitations and Approvals	Fresh Fruit and Vegetable Program Invitations and Approvals
Capital Expenditure Request	Request for funds to purchase capital items > \$5,000
Site Enrollment	Site Enrollment and Eligibility
Download Forms	Forms Available for Downloading

- Select “**Create New Request**”



School Nutrition Programs North Carolina Department of Public Instruction

Applications | Claims | Compliance | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Capital Expenditure Request List > School Year: 2012 - 2013

Capital Expenditure Requests

620 Status: Active
Montgomery County Schools
441 Page Street
Troy, NC 27371
Region: 4

Action	Request Amount	Received Date	Reviewed Date	Status
No data to display.				

< Back **Create New Request**

- Complete “Contact Information” (Items 1-4)

Contact Information

1. Name:

2. Email Address:

3. Phone: Ext: Fax:

4. Title:

- Complete “Capital Expenditure Items” (Item 5)

Capital Expenditure Items

5. By Federal law, NCDPI must approve, in advance, any capital expenditures in excess of \$5,000 or the SFA fixed asset threshold, whichever is less. Complete the fields below to submit your capital expenditure request to NCDPI.

	Item Location	Type of Item	New or Replacement	Quantity	Cost per Item	Total Cost	% Paid by Program Funds
1.	<input type="text"/>	<input type="text"/>	New <input type="text"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="0 %"/>
2.	<input type="text"/>	<input type="text"/>	New <input type="text"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="0 %"/>
3.	<input type="text"/>	<input type="text"/>	New <input type="text"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="0 %"/>
4.	<input type="text"/>	<input type="text"/>	New <input type="text"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="0 %"/>
5.	<input type="text"/>	<input type="text"/>	New <input type="text"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="0 %"/>
Total Capital Expenditure						\$0.00	

- **Item Location** = School Name
- **Type of Item** = General Description of equipment being purchased (for example, 3 door reach-in cooler)
- Select “**New**” or “**Replacement**”
- **Quantity** = Number of items to be purchased for this location
- **Cost Per Item** = Include cost of equipment
- **Total Cost** = Automatically calculated based on quantity and cost
- **% Paid by Program Funds** = Percent of Child Nutrition funds used to purchase equipment.

- Complete “Comments” (Item 6) if needed

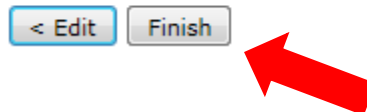
6. Comments:

- Select **“Save”**



- Select **“Finish”**

The Capital Expenditure Request has been processed.



The Capital Expenditure Request allows up to five (5) pieces of equipment to be entered at a time. If the SFA is purchasing more than this, simply complete a new request.

The System will automatically send an email notifying the State Agency that the request has been submitted and is ready for review and approval.