

340.10a

Equipment Acquisition Form

Overview

Introduction

The purpose of the equipment acquisition form is to report itemized administrative costs in which the agency requests reimbursement.

Form

The Equipment Acquisition Form is found in SharePoint and a copy is found on the next page.

WIC Equipment Acquisition Form

Agency: _____ Contract #: _____
 Agency Contact Person: _____ Month of Claim: _____
 Phone Number: _____

Upload to the Completed Reports folder in SharePoint for equipment purchased during the month with grant funds.

Description	Cost	Invoice#	Inventory #	Program	Org Code

Signature of person completing the form _____ Title _____ Date _____