

**Florida Department of Education
Division of Career and Adult Education**

PROJECTED EQUIPMENT PURCHASES FORM

Instructions for Completion

This form should be completed based on the instructions outlined below, unless instructed otherwise in the Request for Proposal (RFP) or Request for Application (RFA). Use multiple forms as needed.

- A. Enter Name of Eligible Recipient.
- B. Project Number (**DOE USE ONLY**)

COLUMN A - FUNCTION CODE:	SCHOOL DISTRICTS ONLY: Use the four digit function codes as required in the <u>Financial and Program Cost Accounting and Reporting for Florida Schools Manual.</u>
COLUMN B - OBJECT CODE:	SCHOOL DISTRICTS: Use the three digit object codes as required in the <u>Financial and Program Cost Accounting and Reporting for Florida Schools Manual.</u> COMMUNITY COLLEGES: Use the first three digits of the object codes listed in the <u>Accounting Manual for Florida's Public Community Colleges.</u> UNIVERSITIES AND STATE AGENCIES: Use the first three digits of the object codes listed in the <u>Florida Accounting Information Resource Manual.</u> OTHER AGENCIES: Use the object codes as required in the agency's expenditure chart of accounts.
COLUMN C – ACCOUNT TITLE:	Use the account title that applies to the object code listed in the accordance with the agency's accounting system.
COLUMN D – DESCRIPTION:	Provide detailed descriptions/specifications of all equipment items to be purchased that have a projected unit value of \$5000 (State's threshold) or more with a useful life of one year or more.
COLUMN E – SCHOOL/PROGRAM:	Provide the name of the school and the name of the program for which the equipment is being purchased.
COLUMN F – NUMBER OF ITEMS:	Provide the total number purchased of this item.
COLUMN G – ITEM COST:	Provide the projected cost for each item.
COLUMN H – TOTAL COST:	Provide the total projected cost of all items.