

Oregon Department of Education

Pre-approved Equipment List

Program sponsors must obtain written approval from the Oregon Department of Education (ODE) before purchasing, with nonprofit food service account funds, equipment that has a per-unit acquisition cost of \$5,000 or more. [2 CFR 200.439](#). However, the U.S. Department of Agriculture (USDA) allows State agencies, such as the ODE, “to develop a list and criteria for [equipment] typically purchased by [program sponsors] (e.g., convection ovens, steamers, reach-in or walk-in refrigeration equipment, etc.)” FNS memo SP 39-2016, [State Agency Prior Approval Process for School Food Authority \(SFA\) Equipment Purchases](#) (June 2, 2016).

The equipment included on this list will receive automatic approval from the ODE. Program sponsors can purchase the equipment included on this list without first submitting a request to the ODE for approval. When program sponsors purchase equipment included on this list, they must follow proper Federal, State, and local procurement procedures, as applicable.

A program sponsor must submit a request for approval to the ODE before purchasing equipment that is not included on this list and has a per-unit acquisition cost of \$5,000. Program sponsors can request prior approval by submitting a completed [Capital Equipment Purchase Request form](#) via email to ODE.SchoolNutrition@ode.state.or.us. The form is available for download from the ODE’s [SNP Financial Management webpage](#) and CNPweb.

During an administrative review required by [7 CFR 210.18](#) and any audit required by [2 CFR 200.501](#), the ODE must ensure that program sponsors either obtained prior approval for an equipment purchase, or purchased equipment included on this list. If a program sponsor purchased equipment without first obtaining the ODE’s approval, and the equipment was not included on this list, the equipment purchased would be unallowable. The ODE will disallow unallowable equipment purchases and implement debt collection procedures.

The Food and Nutrition Service, USDA, approved the ODE’s pre-approved equipment list on October 25, 2018.

Pre-approved Equipment List

Braising Pan / Tilt Skillet	Refrigerators
Condiment Bar	Combination Reach-in
Depositing Machine for Baked Goods	Refrigerator and Freezer
Dishwasher	Deli or Display
Dough Lifter	Merchandiser
Dough Rounder	Reach-in
Dough Sheeter	Salad Bar
Freezers	Sandwich Station
Display	Serving Line
Merchandiser	Sinks, commercial grade
Reach-in	Compartment Sink
Hot Food Holding Cabinet	Mobile Soaking Sink
Microwave, commercial grade	Underbar Sink
Mixer (floor or stand), commercial grade	Wall-mounted Hand Sink
Ovens (electric or gas)	Steam Jacket Kettle
Combination Oven/Range	Steam Table
Convection Oven	Steamer
Impinger Conveyor Oven	Stove Top
Ranges (electric or gas)	Thermal Wrap Machine
Range with Oven	Ventilation Hood
Range with Griddle or Broiler	Vertical Cutter / Mixer