FAIRMONT STATE GEAR UP
REQUEST FOR EQUIPMENT OVER $5000 APPROVAL FORM
AS REQUIRED BY THE STATE OF WEST VIRGINIA/FEDERAL GOVERNMENT
as of January 1, 2009

Please use the following

There are three possible reasons for submitting this request for approval of GEAR UP grant funds:

1. Original Equipment Request Was Included in the Grant Proposal, But:

1a. The general equipment request, which exceeds the West Virginia State and Federal limit of $5000, was included in the grant proposal but the grant budget narrative or the budget document did not specify the exact type of equipment item.

1b. The specific equipment request, which exceeds West Virginia State and Federal limit of $5000, was included in the grant, but the grant budget narrative or budget document did not specify the exact number of items.

2. **New Equipment Requests Were Not Included in Original Grant Proposal but Needed to Meet Project Goals**:

2a. The new equipment request exceeds the West Virginia State and Federal limit of $5000.

NAME OF PERSON SUBMITTING REQUEST_____ NAME OF SCHOOL_____

DATE _____

	1a, 1b Equipment included in Original **GEAR UP** Grant Proposal		2a NEW Equipment Request					
SCHOOL / EQUIPMENT DESCRIPTION	1a	1b	2a	JUSTIFICATION FOR EXPENSE	PROJECT GOALS	ESTIMATED COST /ITEM	#	TOTAL COST