

MOTOR VEHICLE AND EQUIPMENT PURCHASE FORM

Purpose: The purpose of this form is to obtain written prior approval for motor vehicle or equipment purchases that will use opioid settlement funding specified for the CORE initiative.

This form is also used to establish a documented justification for motor vehicle and equipment purchases using Opioid Settlement funding.

General Purpose Equipment: means equipment which is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles. ([2 CFR 200.1](#))

TO: SUBSTANCE ABUSE AND MENTAL HEALTH (SAMH) MANAGEMENT

Request Date:

Managing Entity Name:

Funds Type:

County of Use:

Information Needed for the Vehicle Request:

Item Name/Vehicle:

Estimated or Actual Cost:

Estimated Useful Life in Years:

Link to the Item if Applicable:

Description/Purpose:

[Provide sufficient description and other information here to allow SAMH to determine whether the request is necessary and reasonable for the program. Include an explanation of how the vehicle will be used to support the work of the program.]

Additional Information:

[Include any additional information or other comments you feel necessary for SAMH to complete an analysis of this approval request.]

Attachments Provided: Yes No

Certification Statement:

Please note that the transmission of this form to SAMH indicates your acknowledgment of applicable purchasing policies and/or [procurement standards](#) from Title 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards". Transmission of this form to SAMH also indicated compliance with the above-mentioned standard.

Name/Title of Authorized Requestor:

Date Signed:

SAMH's granting of prior approval [for motor vehicle or equipment purchases using CORE funds] is given based on the limited facts presented as justification for the proposed expenditure. In the event that the actual expenditure is not in accordance with the facts presented to SAMH or OMB requirements, the expenditure can still be questioned or disallowed. Factors affecting this include, but are not limited to:

- Inadequate documentation.
- Failure to follow internal, state, or federal policies.
- Expenditure is not necessary and reasonable or
- Failure to comply with applicable federal law or regulations.

SUBMITTING PRIOR APPROVAL REQUESTS

Grantees can submit prior approval requests [for motor vehicle purchases using CORE funds] via email to the Opioid Inquiry Inbox: hqw.samh.opioid.settlement.inquiry@myflfamilies.com.

PROPERTY STANDARDS:**Insurance Coverage** per 2 CFR 200.310:

The non-Federal entity must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the non-Federal entity. Federally-owned property need not be insured unless required by the terms and conditions of the Federal award.

Management Requirements per 2 CFR 200.313(d):

Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, until disposition takes place will, as a minimum, meet the following requirements:

1. Property records must be maintained that include:
 - Description of the property,
 - Serial number or other identification number,
 - Source of funding for the property (including the Federal Award Identification Number (FAIN)),
 - Who holds title, the acquisition date,
 - Cost of the property,
 - Percentage of Federal participation in the project costs for the Federal award under which the property was acquired,
 - Location,
 - Use and condition of the property,
 - Any disposition data including the date of disposal and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep the property in good condition.
5. If the non-Federal entity is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

DISPOSITION PER 2 CFR 200.313(E):

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, except as otherwise provided in Federal statutes, regulations, or Federal awarding agency disposition instructions, the non-Federal entity must request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made as follows, in accordance with Federal awarding agency disposition instructions:

1. Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further responsibility to the Federal awarding agency.
2. Except as provided in [§ 200.312\(b\)](#), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair market value in excess of \$5,000 may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.
3. The non-Federal entity may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the non-Federal entity must be entitled to compensation for its attributable percentage of the current fair market value of the property.
4. In cases where a non-Federal entity fails to take appropriate disposition actions, the Federal awarding agency may direct the non-Federal entity to take disposition actions.

Equipment and other capital expenditures per 2 CFR 200.439

See [§ 200.1](#) for the definitions of capital expenditures, equipment, special purpose equipment, general purpose equipment, acquisition cost, and capital assets.

Capital Expenditure

expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.

Equipment

tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also the definitions of *capital assets*, *computing devices*, *general purpose equipment*, *information technology systems*, *special purpose equipment*, and *supplies* in this section.

<i>Special Purpose Equipment</i>	means equipment which is used only for research, medical, scientific, or other technical activities. Examples of special purpose equipment include microscopes, x-ray machines, surgical instruments, and spectrometers. See also the definitions of <i>equipment</i> and <i>general purpose equipment</i> in this section.
<i>General Purpose Equipment</i>	<i>equipment which is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles. See also the definitions of equipment and special purpose equipment in this section.</i>
<i>Acquisition Cost</i>	the cost of the asset including the cost to ready the asset for its intended use. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Acquisition costs for software includes those development costs capitalized in accordance with generally accepted accounting principles (GAAP). Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the non-Federal entity's regular accounting practices.
<i>Capital Assets</i>	<ol style="list-style-type: none"> 1. Tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include: <ol style="list-style-type: none"> (i) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, exchange, or through a lease accounted for as financed purchase under Government Accounting Standards Board (GASB) standards or a finance lease under Financial Accounting Standards Board (FASB) standards; and (ii) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2. For purpose of this part, capital assets do not include intangible right-to-use assets (per GASB) and right-to-use operating lease assets (per FASB). For example, assets capitalized that recognize a lessee's right to control the use of property and/or equipment for a period of time under a lease contract. See also § 200.465.