

New Equipment and Capital Expenditure Prior Approval Process

The OHNS Fiscal Monitoring unit is pleased to announce the release of a new equipment and capital expenditure approval process. We are excited about the overhaul and believe it will improve the equipment approval process, along with clarifying the policy and guidance requirements. This will also reduce the number of equipment requests that Sponsors must submit. The new process is more streamlined and automated which will benefit both Sponsors and MDE. The online [Equipment and Capital Outlay Request Form](#) can be found on our website www.michigan.gov/mde-fast as well. The new equipment process and policy goes into effect immediately.

Benefits

- ❖ The [Pre-approved Food Service Equipment List](#) includes most ordinary food service equipment. Requests will now only be for unique items or large projects.
- ❖ Eliminated the \$25,000 Rule – We eliminated the rule that required Sponsors to get approval when equipment purchases exceed \$25,000 cumulative per building per year.
- ❖ Automated Process- The [Equipment and Capital Outlay Request Form](#) is now entered online directly in GEMS MARS. No more filling out the form and emailing it to us.
- ❖ The step-by-step online process will guide Sponsors through the online form. When an approval is not required, the system will let users know.

Please review the [MDE Food Service Administrative Memo #5 SY2020-2021 When Do You Need Pre-Approval for Food Service Equipment Purchases?](#) along with the [Pre-approved Food Service Equipment List](#) for more details about the new equipment process and requirements.

If you have questions, please email us at MDE-Fiscal@michigan.gov.

Links Used in this Document:

<https://mdoe.state.mi.us/GEMS/public/QuestionnaireResponse.aspx?code=i3e7o9cz>

https://www.michigan.gov/mde/0,4615,7-140-66254_72817---,00.html

https://www.michigan.gov/documents/mde/Pre-Approved_Food_Service_Equipment_List_715591_7.pdf

https://www.michigan.gov/documents/mde/Admin_Memo_No._5_715592_7.pdf