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SECRETARY DESIGNATE OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

January 19, 2017

**MEMORANDUM**

**TO:** Business Managers and Food Service Directors

**FROM:** Felix Griego, Deputy Director

**RE: National School Lunch Approval (NSLP) of Equipment Purchases over 5K**

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Equipment acquisitions and other capital expenditures of \$5,000 or more per item, require School Food Authorities (SFAs) to obtain prior written approval from the state agency before incurring any associated cost. USDA memo SP-39-2016 allows states, having received USDA Regional office approval, the flexibility to develop an approved list and criteria for capital assets typically purchased by SFAs.

Any equipment on this approved equipment list will receive automatic state agency approval. SFAs may purchase those equipment items without prior written approval as the SFA follows all applicable Federal, State, and/or local procurement procedures.

*Note: SFAs cannot arbitrarily divide purchases to fall below the simplified acquisition threshold to avoid formal procurement methods.*

State Agency Allowable Equipment Purchase over \$5,000	
Freezer: Reach-In	Dishwashing Machine
Refrigerator/Cooler: Reach-in	In-Sink Food Disposal System (Garbage Disposal)
Coolers: Beverage/Milk	Hood/Vent (Exhaust Hood)
Coolers: Merchandiser or Display Case	Ice Machine
Oven/Range-Convection	Food Processor
Oven/Range-Combination	Processor/Mixer/Grinder
Oven-Rethermalization and Holding	Slicer
Skillet: Tilting (Braising Pan)	Mixer

Kettle: Steam-Jacketed (Standard)	Salad, Fruit, Vegetable bar (Free-Standing or Self-Serve)
Kettle: Steam-Jacketed w/Pumps and Fill	Vending Machine/Automated Meal Dispenser
Blast or Tumble Chiller	Serving Counter-Mobile
Steamer: Convection Pressure less	Point of Sale System
Steamer: Pressure	Conveyor/Wrapper System with Container
Serving line: Hot/Cold; Stationary	Cabinet: Hot/Cold Holding; Mobile/Transport/Stationary/Reach-in
Serving line: Hot/Cold; Mobile	
Cart: Hot/Cold Mobile	

If an SFA chooses to select equipment not included on this approved list, the SFA must submit a request for approval to the state agency prior to purchasing the item as required by 2 CFR 200.439. The SFA must submit a formal email listing the item/items, price of the item/items, and use of the item to the PED fiscal staff and receive approval prior to purchasing the equipment. The approval documentation can be emailed to Business Operations Specialist, Julian Sanchez at [Julian.sanchez@state.nm.us](mailto:Julian.sanchez@state.nm.us) and cc Deputy Director, Felix Griego at [felix.griego@state.nm.us](mailto:felix.griego@state.nm.us) .

During local administrative reviews required by 7 CFR Part 210.18 and procurement audits as required by 2 CFR 200.501, the state agency will ensure appropriate equipment purchases were made based on either the approved equipment list or the State agency prior approval process. If any equipment purchases are identified as unallowable, the agency would disallow these purchases and implement their debt collection procedures.