

Capital Expenditures Requests

Instructions



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

This product was funded by USDA.
This institution is an equal opportunity provider.



Log into TX-UNPS

- Within your internet browser, log into TX-UNPS using your assigned user ID and password.
- Navigate to the School Nutrition Program > Applications and click the Capital Expenditures Request link.



School Nutrition Programs TX-UNPS

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > School Year: 2021 - 2022

Item	Description
Contracting Entity Manager	SNP Contracting Entity's Profile, Site and Hold Information
Application Portal	Access to all program applications
Application Packet	Applications Forms (Contracting Entity and Site)
Attachment B	Policy Statement for Free and Reduced-Price Meals, Attachment B: Meal Count/Collection Procedure(s)
Attachment B: Upload Attachments	Manage the upload of attachments for the Attachment B form
Capital Expenditure Request	Request for funds to purchase capital items >= \$5,000
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Texas Summer Mandate	Summer Nutrition Programs Intent Declaration
Direct Certification / Direct Verification	Direct Certification / Direct Verification screens
Download Forms	Forms Available for Downloading

Create a New Request

- On the Capital Expenditure Request screen, create a new request by clicking the create new request button.

School Nutrition Programs TX-UNPS

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Capital Expenditure Request List > School Year: 2021 - 2022

Capital Expenditure Requests

10100 Status: Active
CAP EXPEND TEST ISD
DBA:
123 MAIN STREET
AUSTIN, TEXAS 78701
County District Code: 178
ESC: 2 TDA Region: 5

Action	Request Amount	Received Date	Reviewed Date	Status
View	\$13,700.00	11/03/2021	11/05/2021	Approved
View	\$8,253.00	09/17/2021	09/20/2021	Approved

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Applications > Capital Expenditure Request List > Capital Expenditure Request Detail > School Year: 2021 - 2022

VIEW | MODIFY

Capital Expenditure Request For School Year: 2021 - 2022

10100 Status: Active
CAP EXPEND TEST ISD
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 AUSTIN, TEXAS 78701
 County District Code: 178
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Contact Information

1. Name: Salutation: Ms. First Name: Charlie Last Name: Smith

2. Email Address: smith@email.com

3. Phone: 512-555-1111 Ext: Fax:

4. Title: Director of Operations

- The main Capital Expenditure Request screen will be displayed. The screen has three sections:
 - Contact Information
 - Capital Expenditure Items
 - Attachments

- Complete the first two sections with all the necessary information.
- Once updated, click the save button.

Capital Expenditure Items

5. By Federal law, TDA must approve, in advance, any capital expenditures greater than or equal to \$5,000. Complete the fields below to submit your capital expenditure request to TDA. Select 'Type of Item' from the drop-down list below. If item is not listed, select 'Other' and type a brief description in the line below 'Other'.

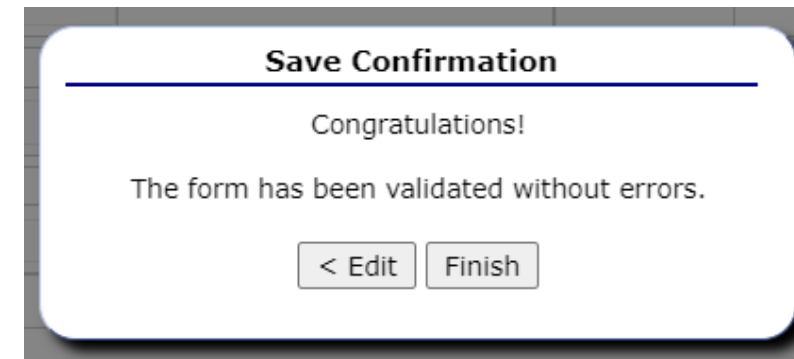
Item Location	Type of Item	Equipment Age	Quantity	Cost per Item	Total Cost	% Paid by Program Funds
1. Test Elementary School	Vehicle/Van/Truck	>10 years	1	\$50,000.00	\$50,000.00	50
2.		N/A: no existing equipment	0	\$0.00	\$0.00	0%
3.		N/A: no existing equipment	0	\$0.00	\$0.00	0%
4.		N/A: no existing equipment	0	\$0.00	\$0.00	0%
5.		N/A: no existing equipment	0	\$0.00	\$0.00	0%
Total Capital Expenditure					\$50,000.00	

6. Comments:
Submitting request for a replacement vehicle.

Attachments
Attach three quotes required for this purchase. If this capital expenditure request is part of a TDA-approved Excessive Fund Balance Plan, also attach the approved plan.

VIEW | MODIFY

- A confirmation pop-up will be displayed. Click finish.



- The system will then display the Capital Expenditures Request list again with the new request.
- Some requests are automatically approved upon submission. The status for those requests will be displayed as approved.

Applications > Capital Expenditure Request List > School Year: 2021 - 2022

Capital Expenditure Requests

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Action	Request Amount	Received Date	Reviewed Date	Status
View	\$10,000.00	12/02/2021	12/02/2021	Approved
View Modify	\$50,000.00	12/02/2021		Submitted
View	\$13,700.00	11/03/2021	11/05/2021	Approved
View	\$8,253.00	09/17/2021	09/20/2021	Approved

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- Requests in a submitted status require documentation to be attached (example: plan or quotes). Click the modify button on the list for the item.
- On the Capital Expenditure Request screen, scroll to the bottom under the attachments section, click the add link.

Applications > Capital Expenditure Request List > School Year: 2021 - 2022

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Applications > Capital Expenditure Request List > Capital Expenditure Request Detail > School Year: 2021 - 2022

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Capital Expenditure Request For School Year: 2021 - 2022

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County District Code: 178
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Contact Information

1. Name: Salutation: First Name: Last Name:

2. Email Address:

3. Phone: Ext: Fax:

4. Title:

Attachments

Attach three quotes required for this purchase. If this capital expenditure request is part of a TDA-approved Excessive Fund Balance Plan, also attach the approved plan.

[Add](#)

Attachment Count: 0

- The file upload screen will display. Click the choose file button to select the appropriate document.
- Within the comment section enter the file name and a brief description.
- Click upload.

File Upload

1. File: Attachment Test.docx

2. Comment: Attachment Test - document to assist with the reason for the request.

- The attachment will display on the Capital Expenditure Request screen.
- Adjustments can be made in case the incorrect file was uploaded.
- Hover over the action and the comment entered will be displayed.
- Click save.

Attachments

Attach three quotes required for this purchase. If this capital expenditure request is part of a TDA-approved Excessive Fund Balance Plan, also attach the approved plan.

[Add](#)

[View](#) | [Modify](#) | [Delete](#) ✓

Attached on: 12/3/2021 2:23:03 PM

Attachment: Attachment Test - document to assist with the reason for the request.

Submit the Request

- The request will be submitted to TDA.
- TDA will review the request and either approve, deny, or return it for correction.
- If the request is denied or returned for correction, the request must be resubmitted with additional information.

School Nutrition Programs

TX-UNPS

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Applications > Capital Expenditure Request List >
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mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

fax: (202) 690-7442; or email: program.intake@usda.gov.

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Food and Nutrition Division
National School Lunch Program



Updated 12/6/2021
www.SquareMeals.org