

# 2018 NSLP Equipment Grant Reimbursement Procedures

The 2018 NSLP Equipment Grant is a reimbursement grant.

**Submit a reimbursement request to TDA Food and Nutrition that includes:**

1. A copy of the original vendor invoice
2. A completed Form 74-176, "Vendor Direct Deposit Authorization"
  - a. This form is required even if your district is set up for direct deposit for your claims because equipment grants are processed outside of TX-UNPS.
3. A completed 2018 Claim Cover Sheet
  - a. The equipment description and location on the Claim Cover Sheet should match the information you submitted on the grant application and provided on the Award List.

Additionally, your district must be actively registered in the federal System for Award Management (SAM). Please check [www.SAM.gov](http://www.SAM.gov) to ensure active registration and follow the instructions given if you need to reactivate your SFA's status.

**For quickest processing, email all reimbursement requests to:** [PO.BOps@TexasAgriculture.gov](mailto:PO.BOps@TexasAgriculture.gov)

Reimbursement request may be mailed to:

Texas Department of Agriculture  
Food and Nutrition Division, Business Management  
P.O. Box 12847  
Austin, Texas 78711-2847

Reimbursement request may be faxed to: (888) 203-6593

## Reminders

- SFAs are required to follow all federal, state and local procurement laws when purchasing equipment.
- Equipment purchased with this grant will be verified during your SFA's Administrative Review. If, during this review, the SFA is deemed to be noncompliant regarding equipment purchased with these grant funds, the SFA must reimburse TDA with non-federal funds.

If you have questions about the 2018 NSLP Equipment Grant, please contact TDA at 877-TEX-MEAL (839-6325).