



**REQUEST FOR PRIOR APPROVAL OF CAPITAL EXPENDITURES  
OVER \$5,000 PER UNIT AND/OR ALTERATIONS TO REAL  
PROPERTY FINANCED WITH HAVA FUNDS**

All capital expenditures over \$5,000 per unit must be approved by the U.S. Election Assistance Commission (EAC) prior to purchase except for purchases of voting systems and capital expenditures related *solely* to the implementation of the statewide voter registration list. All alterations to real property, including remodeling of office space, must also be approved by EAC prior to purchase. The requirements for preapprovals are contained in Office of Management and Budget Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments*. Please refer to the Frequently Asked Questions available on EAC's website at [www.eac.gov](http://www.eac.gov) for a description of appropriate uses of Help America Vote Act (HAVA) funds and an in-depth explanation of allowability, allocability, and reasonableness of costs paid for with HAVA funds.

**PLEASE CHECK THE APPLICABLE BOXES:**

HAVA 101 funds.

HAVA 251 funds.

Certified to EAC that State met the requirements of HAVA, Title III.

Certified to EAC that the State will not spend more Section 251 funds than the minimum payment amount applicable to the State.

**Equipment Purchase**

Item	Amount	Description	Justification
1.			
2.			
3.			
4.			
5.			

Alterations to Real Property

Costs Listed Below are Allocable to HAVA Funds (Note - If the modification will not be used exclusively for the purpose of improving the administration of federal elections, only that percentage of costs associated with the administration of federal elections can be financed with HAVA funds.)

Amount	Description	Justification
\$35,000	Contract/Demo	The division's election security study recommends strengthening storage facilities for voting machines and other system components with alarms, motion sensors, self locking doors and other features to prevent forced entry. This room will be used to store voting equipment as well as voted ballots.
\$ 2,000	Security System	
\$ 8,000	Furniture	
\$ 750	Ballot Shelves-Move	

**Certification of Chief Election Official:** This request is proper, consistent with HAVA, and comports with the approved State Plan.

*Neil J. ...*

Signature of Chief Election Official (or authorized representative)

8/19/09

Date

**EAC Action:**

Approved

Not Approved

Comments:

Signature of EAC Official

Date