

AGENCY LETTERHEAD

<DATE>

Helene Zentner, Field Representative
Board of State and Community Corrections
Corrections Planning and Programs Division
2590 Venture Oaks Way
Sacramento, CA 95833

Subject: Fixed Assets Request for Proud Parenting Grant Program BSCC <###-21>

Dear Ms. Zentner:

<ORGANIZATION NAME> requests approval to expend grant funds from the Board of State and Community Corrections (BSCC) for fixed assets originally allocated within our grant proposal budget. The requested items will be 1) used for services directly associated with <ORGANIZATION NAME'S> Proud Parenting Grant Project; 2) are essential to the success of the project; and 3) are less expensive than leasing or renting equipment for the remainder of the grant period.

In accordance with our grant activities, we request to purchase the following equipment items for the above referenced grant.

Quantity	Price per Item	Equipment Description	Total Price
1	\$3,605.21	Bizhub C352 Konica Minolta	\$3,605.21

Subtotal:	\$3,605.21
Sales Tax:	\$279.41
Shipping:	\$150.00
TOTAL:	\$4,034.62

This equipment will be utilized for the following project activities: <JUSTIFICATION FOR PURCHASE>.

Thank you for consideration of this request.

Sincerely,

<E-SIGNATURE OR ORIGINAL SIGNATURE>

<PRINTED NAME OF PROJECT DIRECTOR>