**University of South Florida**

**Form 8038–G/GC Checklist and Approval**

* Has the University Purchasing Department reviewed and approved the lease / financing agreement?
* Has the University Treasurer reviewed the lease / financing agreement to determine whether tax-exempt financing is appropriate for the proposed financing and whether alternative financing can be obtained at a reasonable cost/rate? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Please describe what is being leased. To be eligible for a tax-exempt rate, this must be a capital lease. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* How will the leased equipment be used? For a tax-exempt lease rate to be approved, it must be used solely by USF for its exempt purpose.\_ \_\_\_\_\_\_\_

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* Please provide details of the transaction (vendor, total financed amount, maturity date, interest rate, etc.)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Provide the name of the USF accountable officer responsible for certifying on an annual basis that the usage of this equipment is solely to further USF’s exempt purpose and is not being used for any commercial or outside use? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What is the contract period (beginning/ending dates) the 8038-G/GC applies to? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted by/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accountable Officer/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University Treasurer/Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_