

**LEASE PURCHASE REQUEST FOR APPROVAL  
COUNCIL OF BOND OVERSIGHT**

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The undersigned applicant ("Applicant") hereby requests the Council of Bond Oversight to grant approval of the following described proposed lease purchase obligation of the Applicant. References: 62 O.S., Section 695.1 *et seq.*, 74 O.S., Section 85.4 and the Administrative Rules of the Council of Bond Oversight.

I hereby certify that the following information is true and correct to the best of my knowledge and belief.

Signature of Authorized Official: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

**Note:** For lease purchase financings totaling \$1 million or more, the State Bond Advisor must review the transaction and determine the most cost-effective method of sale (competitive, negotiated or private placement). The State Bond Advisor should be contacted at least two weeks prior to the application deadline.

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**Description of the Lessee, Lessor and Issuer**

**Lessee name:** \_\_\_\_\_

Lessee address, telephone, point of contact:

**Lessor name:** \_\_\_\_\_

Lessor address, telephone, point of contact:

**Name of Issuer of Obligations, if not the same as Lessor:** \_\_\_\_\_

Issuer address, telephone, point of contact:

Anticipated amount of obligations to be issued: \_\_\_\_\_

How and date authorized (include any legislative approval and governing board approval):

Anticipated sale date: \_\_\_\_\_ Anticipated closing or delivery date: \_\_\_\_\_

Expected term to maturity of the proposed issue: \_\_\_\_\_

Source(s) of lease payments: \_\_\_\_\_

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**Professionals Hired and Quoted Fees and Expenses:**

UNDERWRITER: \_\_\_\_\_

Takedown	\$ _____	\$ _____/\$1,000
Management	\$ _____	\$ _____/\$1,000
Risk	\$ _____	\$ _____/\$1,000
Expenses	\$ _____	\$ _____/\$1,000
TOTAL	\$ _____	\$ _____/\$1,000

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BOND COUNSEL: \_\_\_\_\_

Fee \$ \_\_\_\_\_ Expenses \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

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SPECIAL TAX COUNSEL: \_\_\_\_\_

Fee \$ \_\_\_\_\_ Expenses \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

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TRUSTEE: \_\_\_\_\_

Commitment Fee \$ \_\_\_\_\_ Expenses \$ \_\_\_\_\_

Annual Fee: \$ \_\_\_\_\_ or as % of outstanding principal balance: \_\_\_\_\_

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FINANCIAL ADVISOR: \_\_\_\_\_

Fee \$ \_\_\_\_\_ Expenses \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

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OTHER (Provide name of firm): \_\_\_\_\_

Service Provided: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Expenses: \_\_\_\_\_

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OTHER (Provide name of firm): \_\_\_\_\_

Service Provided: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Expenses: \_\_\_\_\_

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OTHER (Provide name of firm): \_\_\_\_\_

Service Provided: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Expenses: \_\_\_\_\_

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### **Project Information**

Provide a detailed description of the project(s). Address whether capital facilities are to be constructed or acquired; services to be provided; or products to be developed, produced, manufactured. Include estimated total cost and the estimated useful life of the project. Explain the nature, need and purpose of the project(s).

Was this project submitted to the Long-Range Capital Planning Commission? If so, please provide the project number. If not submitted to LRCPC, explain why.

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### **Attachments**

Please attach all applicable items and indicate below.

- [ ] Letter from body approving the lease purchase agreement (Board, Commission, Regents, etc.). Institutions of higher education must submit a letter (or extract of minutes) signifying approval by governing Regents and a letter indicating review by the Chancellor for Higher Education.
- [ ] Letter from legal counsel stating that there is no litigation pending or threatened relating to outstanding or proposed obligations or to the lessee's authority to enter into any agreement necessary to complete the proposed transaction
- [ ] Draw schedule: a listing of month-by-month amounts anticipated to be drawn down to meet construction/project schedule.
- [ ] If College or University, complete and attach Form BO-7 (Outstanding Lease Purchase Debt Information).
- [ ] If applicable, a completed copy of Central Purchasing or Construction & Properties Requisition, Justification, etc.
- [ ] If proposing to acquire computer or telecommunications equipment by lease purchase, submit a letter from the Office of Management and Enterprise Services – Information Services Division stating compliance with budget work program and 62 O.S., Sections 34.21 and 34.23. This requirement shall not include institutions within The Oklahoma State System of Higher Education, the Oklahoma State Regents for Higher Education and the telecommunications network known as OneNet.