

**COMMONWEALTH OF VIRGINIA**  
**Master Equipment Leasing Program**  
**Financing Request Certificate**

DATE: \_\_\_\_\_

AGENCY NAME/ #: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
AGENCY CONTACT/TITLE: \_\_\_\_\_  
CONTACT PHONE #: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

AMOUNT: \_\_\_\_\_  
Equipment Cost: \_\_\_\_\_  
Down Payment or Trade-in, if any: \_\_\_\_\_  
Amount to be Financed: \_\_\_\_\_  
FINANCING TERM REQUESTED (3, 5, 7 or 10 Yrs) \_\_\_\_\_ Expected Financing Date: \_\_\_\_\_

PAYMENT REQUESTED (Monthly, Semiannually or Annually) \_\_\_\_\_

DOES THE AGENCY PLAN TO PAY FOR THE EQUIPMENT AND SEEK A REIMBURSEMENT FINANCING? \_\_\_\_\_

**This Financing Request Certificate will be deemed a Declaration of Official Intent based on regulations in 26 CFR Section 1.150-2 (the "IRS Regulations"). Therefore, if an Agency plan to seek a reimbursement financing, this section must be completed.**

**AGENCY REPRESENTATIVE**

**By:** \_\_\_\_\_  
(Signature)

**Name:** \_\_\_\_\_  
(Printed)

**Title:** \_\_\_\_\_

**EQUIPMENT:**  
Complete Equipment Description (non-technical description), including whether the equipment is new or used.  
\_\_\_\_\_  
\_\_\_\_\_

Why is the proposed equipment needed? Is proposed equipment replacement equipment? If so, specify age of equipment being replaced.  
\_\_\_\_\_  
\_\_\_\_\_

Where will the equipment be located?  
\_\_\_\_\_  
\_\_\_\_\_

What function does equipment perform? What is the essential use? What are the main features of the equipment that are important to the agency?  
\_\_\_\_\_  
\_\_\_\_\_

Please attach a copy of the project justification, cost/benefit analysis or feasibility study if one was prepared.  
First year payment appropriated? Yes \_\_\_\_ No \_\_\_\_ - Explain \_\_\_\_\_

<b>An authorized representative from Banc of America Public Capital Corp must complete this section.</b>	
_____ Signature of authorized representative	_____ Date
<b>APPROVED BY (Banc of America Public Capital Corp)</b>	
_____ Signature of authorized representative	_____ Date
<b>DECLINED BY (Banc of America Public Capital Corp)</b>	