STATE OF SOUTH CAROLINA
OFFICE OF STATE TREASURER



MASTER LEASE PROGRAM

State of South Carolina
Office of State Treasurer

Master Lease Program
Features, Terms and Conditions

Minimum Amount	$100,000
Property Type	Essential Use Property used by the State, its agencies, institutions and instrumentalities. Funds can be used to finance personal property assets, including among others office, telecommunications, energy, medical and data processing equipment (along with associated software), and energy conservation programs. The lender reserves the right to approve the property and lease term.
Lease Term	Three, Four, Five, Seven and Ten Year Terms. Lease term must not exceed the useful life of the property financed.
Interest Rate	Indexed to like-term bond equivalent yield U.S. Treasury Constant Maturity Obligations as published in the Federal Reserve in Statistical Release H.15. Rates are reset weekly. The rate is determined and locked approximately one week prior to closing of the transaction.
Payment Frequency	Monthly, Quarterly, Semi-Annual, Annual.
Insurance	The borrower must furnish confirmation of all risk physical damage insurance coverage for the full cost of the property plus one million dollars ($1,000,000) combined single limit property damage and bodily injury insurance covering the property. The lender must be named as loss payee and additional insured.
Legal Title	Title to the equipment will be in the name of the Lessee. The lender will be granted a security interest in or lien on all collateral being financed.
Legal/Tax Matters	Financings under the Master Lease Program qualify for tax-exempt treatment for federal tax purposes, and are therefore documentation-intensive. The Office of State Treasurer engages the services of qualified counsel to assist with document preparation and to render the required tax opinion. Legal fees and expenses are generally included in the amount financed but can be paid directly by the borrower.

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Master Lease Program
Application Procedures

To initiate the financing process, the borrower must submit a Financing Request with necessary approvals and forward to the Office of State Treasurer, as follows:

Jennifer Miller
South Carolina Office of State Treasurer
Debt Management Division
1200 Senate Street, Suite 214
Wade Hampton Building
Columbia, South Carolina 29201

Telephone: (803)734-1391
Facsimile: (803)734-2039
Email: Jennifer.Miller@sto.sc.gov

The Financing Request is Adobe Acrobat form-enabled and may be prepared on your computer desktop. The Acrobat Reader may be downloaded at www.adobe.com/products/acrobat/readstep2.html.

The borrower must request approval of need from Information Technology Management if the request is related to information technology or software. The borrower must obtain approval from the State Energy Office if the request is related to energy conservation.

In all cases the borrower must include the list of equipment, the cost of the equipment, and any other documentation needed to support the request. Once the Office of State Treasurer has approved the request, it is forwarded to the lender for credit review and further processing.

Lease transactions may be effected as escrow or non-escrow transactions. In general terms, a non-escrow transaction is one where payment is made in a single, lump sum payment to a vendor or reimbursement to the borrower. An escrow transaction is one where more than one payment is to be made to the vendor with loan proceeds held in escrow pending payment.

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Master Lease Program
Financing Request

AGENCY NAME: _____

ADDRESS: _____

_____

AGENCY CONTACT: _____ TITLE: _____

CONTACT PHONE #: _____ FAX #: _____

CONTACT SIGNATURE: _____ DATE: _____

AMOUNT OF FINANCING: Equipment Cost $_____

Plus Legal Fees and Transaction Costs _____

Less Down payment/trade in (_____)

Net Amount to be Financed $ 0.00

FINANCING TERM REQUESTED (3, 4, 5, 7 or 10 Yrs) _____ PAYMENT INTERVAL (annual, semi-annual, quarterly, monthly)_____

DATE FUNDS NEEDED:_____ (if funds will be drawn over time, please attach anticipated draw schedule)

DOES THE AGENCY PLAN TO PAY FOR THE EQUIPMENT AND SEEK A REIMBURSEMENT FROM FINANCING?_____

IS INTERIM OR OTHER DEBT BEING REFUNDED?_____ IF YES, EXPLAIN:

EQUIPMENT DESCRIPTION, ESSENTIAL USE, NEED FOR EQUIPMENT, EXPECTED USEFUL LIFE AND OTHER PERTINENT INFORMATION. A COPY OF THE VENDOR'S QUOTE, PROPOSAL OR INVOICE INCLUDING A LIST OF THE EQUIPMENT, EQUIPMENT COST, AND ANY OTHER DOCUMENTATION PERTINENT TO THE TRANSACTION MUST ACCOMPANY THIS REQUEST.

APPROVALS

Agency Budget Officer	_____ Signature	_____ Title	____/____/____ Date
Agency Procurement Officer	_____ Signature	_____ Title	____/____/____ Date
State Information Technology *(Information Technology Equipment Only)*	_____ Signature	_____ Title	____/____/____ Date
State Energy Office *(Energy Conservation Equipment Only)*	_____ Signature	_____ Title	____/____/____ Date
Office of State Treasurer	_____ Signature	_____ Title	____/____/____ Date