



Checklist for Financing Equipment

Booklet and forms in Word format are available at website: www.tre.wa.gov

- 1) Notify County Treasurer, if applicable
- 2) Submit **Notice of Intent**
- 3) Receive acknowledgment of Notice of Intent
- 4) Complete **Credit Form**, if applicable
- 5) Receive credit approval
- 6) Provide the following signed agency documents prior to the cut-off date:
 - Reimbursement Resolution**
 - Authorizing Resolution** or, for cities, **Ordinance**
 - Certificate of Authorizing Resolution** or **Ordinance**
 - Certificate Designating Authorized Agency Representatives**
 - Personal Property Certificate**
 - Local Agency Financing Contract** Personal Property
 - Opinion of Local Agency Counsel**
 - Tax Certificate**
 - Evidence of Incumbency** (page 36).....
- 7) Provide the following items:
 - After equipment is received and accepted, provide copy of vendor invoices when seeking payment
 - Evidence of personal property insurance.....

Remember: All completed documentation must be provided to the Office of the State Treasurer by the cutoff date to be included in the next financing.