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.

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