



## **Quick Guide to CSURF Municipal Lease Financing Program**

---

### **Overview**

CSURF and Procurement work together on equipment lease finance purchases over \$50,000 under CSURF obtained Municipal Leases (ML) for multi-year financing of capital purchases where funding is not available from the department. CSURF coordinates the lease process culminating in the issuance of a CSURF purchase order for the full purchase amount to the vendor. Procurement Services supports CSURF's adherence to CSU Procurement Rules to obtain the equipment as it becomes CSU property when the lease is paid off by the department.

### **How To:**

Process of CSURF Equipment Lease Financing for Municipal Leases for >\$50K Value Includes:

- Department completes CSURF lease application/documents online for CSURF to review. Once CSURF has given approval, all appropriate signatures are obtained to launch the municipal lease process. Documents may include the CSURF lease, vendor quote, bid specifications, sole source justification, etc.
- Lease application documents are forwarded to CSURF once all department signatures are on the application. CSURF will route to the Vice Presidents of Research and University Operations for review & support. Once approved, they move to the CSURF equipment lease office.
- The department is advised to alert Procurement Services about the upcoming purchase and subsequent timelines. A Quali Financial System purchase request is not entered since the final purchase will take place with CSURF.
- The CSURF equipment lease team reviews the application documents.
- CSURF notifies Procurement Services via email of the approved ML# for project reference, and shares received documents from the department.
- The assigned Purchasing Agent (PA) will then review the documents and determine source selection (i.e., solicitation, exclusion, etc. for the final purchase. The PA will work with the department to obtain/enhance bid specifications or sole source documents as needed.
- The PA will then publicly post on Rocky Mountain E-Purchasing system (RMEPS), a solicitation or sole source in compliance with current CSU Procurement Rules.
- PA will negotiate terms with the vendor since the equipment will be ultimately owned by the University.
- If needed, the PA will enlist Contracting Services for final legal terms and/or e-signature routing. Upon closure and award of the public posting on RMEPS, the PA



# PROCUREMENT SERVICES

COLORADO STATE UNIVERSITY

will share the final award documentation with the CSURF lease team for use with their PO#, email the Department and the PA who handles the leasing for status update.

- A separate Documented Quote process is required to solicit banking institutions for financing and award when total interest over the life of the lease exceeds \$25K. The PA conducting this process will share the final award documentation with the CSURF lease team for use with their PO# and department for status update.
- Upon successful lease processing, CSURF issues their own PO# to the vendor for the purchase of the equipment with the final ML# and loan paperwork is completed for financing.
- CSURF pays the bank loan off up front and bills the department monthly during the term.
- The title to the equipment passes to CSU upon full payment of the lease by the Department to CSURF.

## **References**

See CSU BFS Financial Procedure Instructions FPI 4-9 for complete details on the CSURF Equipment Leasing Program for financed purchases less than \$50K:

<http://busfin.colostate.edu/Forms/FRP/Capital CP/FPI 4-9 CSURF Leasing Program.pdf#zoom=100>