



- \* Healthcare
- \* High Technology
- \* Broadcasting
- \* Colleges
- \* Industry
- \* Municipal / Govt

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## ***FEDERAL GOVERNMENT LEASE TRANSACTION PROCEDURES***

1. Contractor identifies lease opportunity with federal government user ("User"). Opportunity may consist of:
  - User inquiry
  - Solicitation
  - Awarded contract
2. Contractor to contact Leasource Financial Services, Inc. with specifics of prospective transaction. In order to expedite a request for a quotation, the Contractor should be prepared to provide the following information at a minimum:
  - User name
  - Delivery location(s)
  - Description of equipment/product and use
  - Approximate cost of equipment/product
  - Approximate delivery/acceptance date
  - Desired lease term
  - Desired lease structure:
    - Lease to ownership (LTOP)
    - Lease with option to purchase/own (LWOP)
3. Leasource Financial Services, Inc. will respond to Contractor with a Quotation to provide lease financing of the prospective transaction.
4. Provided Contractor quotes payments and receives an award from the User for a lease plan, LFS will, either jointly or with the concurrence of Contractor, contact the User to complete a risk and essentiality analysis.
5. Provided Leasource Financial Services, Inc. determines that the risk and essentiality analysis is acceptable, Leasource Financial Services, Inc. will prepare the following documents for execution by Contractor:
  - Federal Government Financing Agreement (master terms and conditions)
  - Delivery Order (specific to transaction)
  - Instrument of Assignment of Claims
  - UCC Financing Statements

Contractor shall provide the following additional documents:

- A copy of the awarded Government Purchase Order ("P.O.") between User and Contractor certified by Contractor as a true and complete copy.
  - Acceptance document executed by authorized User representative
  - Authorization for Contractor signatures (Board Resolution or Secretary's Certificate)
  - Contractor invoice
  - Opinion of Contractor legal counsel (if required)
  - Bill of Sale (if required)
  - All other documents as reasonably required by Leasource Financial Services, Inc.
6. Leasource Financial Services, Inc. will forward the Notice of Assignment and Instrument of Assignment of Claims documents to the necessary User locations in accordance with the requirements of FAR Subpart 32.8, Assignment of Claims. The Notice of Assignment must be acknowledged by the User prior to funding by LFS.
  7. Upon receipt by Leasource Financial Services, Inc. of all required documentation, in form and substance acceptable to LFS, LFS will proceed with funding to the Contractor.

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**PHONE / FAX:**

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**CORPORATE ADDRESS:**

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