

DISTRICT LEASE CHECKLIST

KRS 65.944(1)(b) and 702 KAR 3:300 establish the requirement and procedures for school district leases in excess of \$100,000 to be approved by the Commissioner of Education.

Complete this checklist and submit it with the completed district lease package to Melissa Moore via email at Melissa.Moore@education.ky.gov and copy Jessica Burton via email at Jessica.Burton@education.ky.gov.

DISTRICT CONTACT AND LEASE INFORMATION

District Name:

District Point of Contact for Lease Questions:

District Contact Phone Number:

District Contact Email:

Leasing Vendor Name:

Lease Effective Date:

Type of Lease:

Number of optional renewal periods:

Total Amount of Lease:

Interest Rate:

ITEMS TO BE INCLUDED IN THE LEASE PACKAGE SUBMITTED TO KDE

See District Lease Checklist Guidance document for additional information and guidance on required information.

1. Completed Lease Checklist
2. District Cover Letter (See sample District Cover Letter & include information from)
 - a. District Superintendent request for KDE lease approval
 - b. District Board of Education approval pending KDE approval
 - c. District Finance Officer confirmation of district funding sources and available funds
 - d. District CIO/DTC confirmation of warranty coverage/support plan
3. District Board Attorney approval letter
4. Proposed Lease
5. Funding Source (select all that apply)
 - a. General Funds
 - b. Local Funds
 - c. E-Rate Funds
 - d. Other
6. Procurement Source
 - a. KETS Contract (List Contract Number)
 - b. State Master Agreement (Kentucky) List Master Agreement Number
 - c. Other Existing Contract (Include Contract Number, contract Source and a copy of the contract)
 - d. District Bid (Include a copy of the bid and awarded contract)