

## REQUEST FOR DEBT FINANCING OF CAPITAL EQUIPMENT AND FURNISHINGS

*Only capital assets as defined by Generally Accepted Accounting Principles and Harvard University Policy Guidelines may be debt financed. Please refer in ABL to Harvard University Policy: Capitalization and Depreciation of Property, Plant, and Equipment for capital equipment definitions and thresholds.*

**Loan Amount:** \_\_\_\_\_

**Loan Term:** \_\_\_\_\_ (must approximate useful life of financed asset)

**Interest Org:** \_\_\_\_\_

**Proposed Activity Code:** \_\_\_\_\_ (must be within the Tub's balance sheet type Activity range)

**Proposed Subactivity Code:** \_\_\_\_\_

**Interest Rate Type**

**DFF on Activity:** \_\_\_\_\_ (to be completed by OTM)

**Description of Proposed Use of Loan Proceeds:**

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### Approximation of Expenditures: (attach vendor proposals/invoices or other documentation)

<b>Acquisition</b>	<b>Per Item</b>	<b># Items</b>	<b>Total</b>
Invoice Price	\$ _____	_____	\$ _____
Delivery			\$ _____
Installation			\$ _____
Other (specify)			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
Total Acquisition Costs			\$ _____
<b>Fabrication/Modification</b>			
Materials			\$ _____
Direct Labor			\$ _____
Other (specify)			\$ _____
			\$ _____
			\$ _____
Total Fabrication/Modification Costs			\$ _____

### Approvals:

Tub Financial Officer \_\_\_\_\_ Date \_\_\_\_\_

OTM: \_\_\_\_\_ Date \_\_\_\_\_

*Submit form and attachments to Amy Johnson, Holyoke Center, Room 780.*