

**FAILURE TO PROPERLY COMPLETE THIS FORM MAY RESULT IN DISAPPROVAL OF THIS REQUEST.  
PLEASE REFER TO BUDGET POLICY AND REPORTING MANUAL ITEM H-101 FOR GUIDANCE.**

FORM H-101B

REQUEST FOR APPROVAL OF INSTALLMENT PURCHASE FINANCING  
FY 20\_\_ - 20\_\_

AGENCY:

AGENCY CONTACT:

PHONE:

PROGRAM:

ACCOUNT:

FUND:

FUND TYPE:

DIVISION/INSTITUTION:

ITEM OF EQUIPMENT OR REAL PROPERTY:

1. DESCRIPTION OF THE INSTALLMENT PURCHASE (please see Budget Policy & Reporting Manual Item H-101 for guidance):

2. COST ESTIMATE FOR:

HARDWARE COMPONENT:

SOFTWARE COMPONENT:

CONSULTING:

Are there progress payments? (Yes/No)

If so, a Performance Bond is needed for the full amount of Contract and the Trustee has to be listed as the Co-obligee.

3. IS IT AN INTEGRATED SYSTEM? (i.e., Related Hardware, Software and Consulting Services for all one system)

4. PRIVATE USE

Is there use or access by any non-State or local government person to the asset intended to be financed, including any non-employee position (e.g., SUNY Hospitals)? If yes, explain.

5. CONTINGENT FACTORS

Is the initiation of this purchase contingent upon some other factor? If yes, explain.

6. RELATED PROCUREMENT

Are other planned procurements related to this purchase? If yes, explain.

7. SOURCE OF PAYMENT FOR INSTALLMENT PURCHASES

For the current fiscal year identify the appropriation source (e.g., State Operations, Special Revenue Other) and the amount, by appropriation, planned for all installment purchase payments.

8. PLANNED FOR OUTRIGHT PURCHASE

Were moneys appropriated in the budget for the outright purchase of this equipment? If yes, explain, identify the appropriation and the amount appropriated for outright purchase by appropriation source.

9. TECHNOLOGY PURCHASES

Is the purchase of this equipment identified in an Annual Technology Plan (ATP)? If yes, please explain how this purchase relates to an initiative identified in an ATP. In addition, please indicate whether the Office for Technology has approved an Intent to Purchase Technology in connection with this purchase.

10. USEFUL LIFE JUSTIFICATION

If a financing term greater than three years is requested, please provide a thorough explanation of how the expected useful life of the equipment was determined.