



# TEXAS PUBLIC FINANCE AUTHORITY NOTICE TO STATE AGENCIES

Please Distribute to Appropriate Parties

Date: March 4, 2013  
To: Chief Executive Officers, Chief Fiscal Officers, Purchasing Agents  
From: Chris Gilliland, Master Lease Purchase Program Administrator  
Subject: Master Lease Purchase Program (MLPP) Semi-Annual Lease Payment

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Below are the instructions for collection of the MLPP semi-annual debt service for FY 2013, the effective interest rate for the first six months of FY 2013 is 1.18%, including the administrative fee, which translates to a rebate of 97% of the calculated interest amount.

I. General Information

MLPP annual lease payments and prepayments must be available for collection on March 25, 2013. In order to assure the accuracy of our collection information, we have enclosed a schedule of your agency's lease payment information.

II. Debt Service Payment Information Due Dates

Debt Service payment information is due **Monday, March 25, 2013**.

The Texas Public Finance Authority (TPFA) requests that agencies confirm or correct the fund information listed on the attached lease payment schedule. Confirmation or correction of fund information is an absolute requirement to avoid USAS denial of the lease payment transfer. TPFA will collect your payment on April 1, 2013, based on the fund information on the enclosed schedule. Please call (512) 463-5695 or fax (512) 463-5501 with confirmed or corrected fund information before Monday, March 25, 2013. You must provide ALL USAS REQUIRED fund information.

III. Information Requirements

T-codes 448 and 449 will be used for the debt service collection. The T-codes require the input of the "GL AC/AGY" field. "Agency Fund" information is required and must be provided by your agency.

IV. Optional information and USAS

USAS will reject lease payments if the information is incomplete. In addition, optional information may also cause the transaction to be rejected. Examples of optional lease payment information include AOBJ, Index and Nacubo Subfund. The most common cause of a rejected payment is the inclusion of AOBJ codes that are not required by USAS. Please do not provide optional information that is not recognized or required by USAS.

V. One PCA per Lease

It is imperative you provide only one PCA (or Index, etc.) string per lease number. If you wish to allocate the lease payment to different PCAs for a single lease, the cost allocation and/or transfer of these amounts must be made on your end.

**Remember:**

- Provide ALL USAS *REQUIRED* "Fund" information INCLUDING "AGENCY FUND." (Do Not provide optional "Fund" information - see item IV)
- Provide only ONE funding source per lease.

VI. Prepayments

If your agency intends to prepay any of the leases, you must notify us by March 25, 2013, to allow for the timely processing of the request.

VII. As a result of the Prompt Payment policies implemented by the Comptroller on September 1, 1999, TPFA established a policy whereby prompt payment interest accruing on a MLPP lease will be paid as part of the next scheduled debt service payment. Our records indicate your agency has incurred the following prompt payment interest on your MLPP leases. Please include this amount with your regularly scheduled payment.

          \$ 0.00

Thank you for using the TPFA Master Lease Purchase Program to finance your agency's capital expenditures.

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