

Agency will create a Requisition in SMART and pay the vendor from agency funds. The Agency will then be reimbursed from the Program for the amount they wish to finance.

1. Agency communicates financing needs to Program staff.
2. The agency is sent initial Program documents that include an agency agreement (if one has not previously been signed) and an equipment identification certificate. The agency agreement is the document that provides for the state agency participation in the Program. The equipment identification certificate provides for specific agreement concerning each equipment financing.
3. Agency initiates requisition in SMART for equipment purchase and uses the Account 299999, MLPP Clearing.
4. The requisition is budget checked, but there is no budgetary impact.
5. The requisition is sourced to a PO and budget checked, but there is no budgetary impact.
6. The PO is sourced to a voucher and budget checked, but there is no budgetary impact.
7. Agency returns signed ID Cert and copy of invoice to Program staff.
8. Agency is reimbursed by SMART Interfund. Agency again uses Account 299999 for Interfund deposit.
9. After financing, the agency receives a payment statement showing repayment amounts and due dates. Monthly, quarterly, semi-annual, or annual repayments may be established.
10. Repayments from the Agency to the Program are made through SMART Interfunds. All interfund vouchers will be initiated by the Program staff per the payment statement.