# Capital/Operating Lease Questionnaire

# *Please complete this form for each department and return to the address referenced above.*

***Department Name***

Complete the Lease Payment / Receipt Schedule on page 2 for all leases. Complete the following information for each lease existing at June 30, 2021 where the lease term is more than one year in length at inception and with a total lease commitment or receipts greater than $250,000 over the life of the lease.

***Lessor or Lessee Name***

***Lease Term Start Date***        ***Lease Term End Date***

***Description of Property Leased & Capital Asset ID (if known)***

***Chartfield String(s) where lease payments or receipts are recorded***

1. Do the terms of the lease allow for cancellation if the State of Minnesota does not appropriate funds necessary to make the required lease payments during a particular budget period covered by the lease? *(If the answer is yes and the probability of exercise is greater than remote, do not complete the balance of questions 2 through 5.)*[ ]  Yes
[ ]  No

[ ]  N/A – We are the lessor—leasing the property to another party (proceed to question 2).

1. Does the lease transfer ownership of the asset to the University (when we are the lessee) or to the other external party (when we are the lessor) by the end of the lease term?
[ ]  Yes, do not need to complete the balance of questions 3 through 5
[ ]  No, go to question 3
2. Does the lease contain a bargain purchase option? *(Option to purchase a leased property at a price sufficiently lower than the expected fair value of property at the date the option becomes exercisable.)*[ ]  Yes, do not need to complete the balance of questions 4 through 5
[ ]  No, go to question 4
3. Is the term of the lease equal to 75% or more of the estimated economic life of the leased property? *(Do not include any lease begun within the last 25% of the total economic life of the property.)*[ ]  Yes, do not need to complete question 5
[ ]  No, go to question 5
4. Is the present value of the minimum lease payments at the beginning of the lease term 90% or more of the fair market value to the lessor less any investment credit retained by the lessor? *(Do not include any lease begun within the last 25% of the total economic life of the property.)*[ ]  Yes
[ ]  No

***Lease Payment / Receipt Schedule***

|  |  |  |
| --- | --- | --- |
|  | **Principal Amount** | **Interest Amount** |
| Lease payments / receipts for fiscal year end 6/30/22 |       |       |
| Lease payments / receipts for fiscal year end 6/30/23 |       |       |
| Lease payments / receipts for fiscal year end 6/30/24 |       |       |
| Lease payments / receipts for fiscal year end 6/30/25 |       |       |
| Lease payments / receipts for fiscal year end 6/30/26 |       |       |
| Lease payments / receipts for 5 year period 7/1/26 to 6/30/31 |       |       |
| Lease payments / receipts for 5 year period 7/1/31 to 6/30/36 |       |       |
| Lease payments / receipts for 5 year period 7/1/36 to 6/30/41 |       |       |
| Lease payments / receipts for 5 year period 7/1/41 to 6/30/46 |       |       |
| **Total payments / receipts through the end of the lease.** | $0.00 | $0.00 |

***\* Note: If lease goes beyond June 30, 2046, please provide remaining payment / receipt schedule amounts due through the end of the lease in 5 year increments in the box below or submit a separate schedule.***

|  |  |  |
| --- | --- | --- |
|  | **Principal Amount** | **Interest Amount** |
| Lease payments / receipts for 5 year period 7/1/46 – 6/30/51 |       |       |
| Lease payments / receipts for 5 year period 7/1/51 – 6/30/56 |       |       |
| Etc. |       |       |
|  |  |  |
|  |  |  |

**Provide copy of lease agreement with accompanying form.**

Prepared by: Email: Phone #:

Approved by: Phone #: