# Exhibit A – Sample Request for Reimbursement from Bond Proceeds (City Bureau)

## REQUEST FOR REIMBURSEMENT FROM BOND PROCEEDS (CITY BUREAU)

1. Date of Reimbursement Request: _____
2. Name: _____
3. Bureau: _____
4. Phone: _____
5. Fax: _____
6. Bond Issue: _____
7. Capital Expend. Fund: _____ (Number) _____ (Name of Fund Being Reimbursed)
8. DMC Fund: _____ (Number) _____ (Name of Fund Holding Proceeds)
9. Purpose of Reimbursement (circle one): Capital Project Costs  Payment of Debt Service
   Other (please describe): _____
10. **Amount of Reimbursement:** ☐☐ , ☐☐☐ , ☐☐☐ . ☐☐

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### Bureau Director's Certification

The undersigned certifies the following:

1. The Bureau has incurred capital project expenses or made a debt service payment, for which it now requests reimbursement from bond proceeds.
2. The incurred expenses are eligible to be paid for with tax-exempt bond proceeds.
3. The incurred expenses are for capital projects or debt service payments intended to be funded with the proceeds of the bonds.
4. Cash payment(s) in the amount of the requested reimbursement have previously been made to a party or parties outside the City; or, funds in the amount of the requested reimbursement have previously been remitted to the credit provider for the payment of debt service.
5. Other City Bureaus (defined as City bureau, City agency, City project or City program) and/or the Portland Development Commission (the "PDC") are not "outside parties" and any reimbursement included herein for payments made to another City Bureau or PDC has been documented as being spent by such City Bureau or PDC (i.e., such City Bureau or PDC has made cash payments to a party or parties outside the City as described in 4 above).
6. All documents supporting this reimbursement will be retained by the Bureau for the life of the bonds, and any refinancing used to repay the bonds, plus three years.

_____
Signature

_____
Name

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*For Public Finance and Treasury Use*

Treasurer's DPA : _____

By: _____

# Exhibit A – Sample Request for Reimbursement from Bond Proceeds (PDC)

## REQUEST FOR REIMBURSEMENT FROM BOND PROCEEDS
## (PDC USE ONLY)

1. Date of Reimbursement Request: _____
2. Name: _____
3. Bureau: _____
4. Phone: _____
5. Fax: _____
6. Bond Issue: _____
7. Capital Expend. Fund: 853000 (Number) PDC Accounts (Name of Fund Being Reimbursed)
8. DMC Fund: _____ (Number (8535XX)) _____ (Name of Fund Holding Proceeds)
8. Purpose of Reimbursement (circle one): Capital Project Costs  Payment of Debt Service
   Other (please describe): _____
9. **Amount of Reimbursement:** ☐☐ , ☐☐☐ , ☐☐☐ . ☐☐

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### PDC Director's Certification

The undersigned certifies the following:

1. The PDC has incurred capital project expenses or made a debt service payment, for which it now requests reimbursement from bond proceeds.
2. The incurred expenses are eligible to be paid for with tax-exempt bond proceeds.
3. The incurred expenses are for capital projects or debt service payments intended to be funded with the proceeds of the bonds.
4. Cash payment(s) in the amount of the requested reimbursement have previously been made to a party or parties outside the PDC; or, funds in the amount of the requested reimbursement have previously been remitted to the credit provider for the payment of debt service.
5. City Bureaus (defined as City bureau, City agency, City project or City program) are not "outside parties" and any reimbursement included herein for the payment made to City Bureaus has been documented as being spent by such City Bureau (i.e., such City Bureau has made cash payments to a party or parties outside the City).
6. All documents supporting this reimbursement will be retained by the PDC for the life of the bonds, and any refinancing, plus three years.

_____
Signature

_____
Name

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*For Public Finance and Treasury Use*

Treasurer's DPA : _____

By: _____