Exhibit B – Sample Request for Reimbursement from Line of Credit (City Bureau)

REQUEST FOR REIMBURSEMENT FROM LINE OF CREDIT (CITY BUREAU)

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

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 a line of credit draw.
2. The incurred expenses are eligible to be paid for with tax-exempt line of credit proceeds.
3. The incurred expenses are for capital projects or debt service payments intended to be funded with the proceeds of the line of credit.
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 line of credit, and any refinancing used to repay the line of credit, plus three years.

_____
Signature

_____
Name

Exhibit B – Sample Request for Reimbursement from Line of Credit (PDC)

REQUEST FOR REIMBURSEMENT
FROM LINE OF CREDIT (PDC USE ONLY)

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

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 line of credit proceeds.
2. The incurred expenses are eligible to be paid for with line of credit proceeds.
3. The incurred expenses are for capital projects or debt service payments intended to be funded with the line of credit.
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 line of credit, and any refinancing, plus three years.

_____
Signature

_____
Name