

Form Completion Instructions

- 1) Complete the information requested on the top right-hand side of the form. The requested information is Page ___ of ___. If you are only submitting one page you should complete this as page 1 of 1. If you have more than one page each page should reflect in the first blank the numerical sequence and the second blank should reflect the total number of pages in the package (e.g. Page 2 of 6, Page 12 of 12).
- 2) Complete the County name in this section.
- 3) The report date should reflect the date the report was completed by the authorized signatory.
- 4) Check the appropriate box for the quarter and fill in the calendar year in the section titled "Interest Earned For Quarter Ended". Also indicate whether the report is an original or an amended report.
- 5) In the section titled District Name fill in the complete name of the district inclusive of Union, Unified, Elementary, High, etc.
- 6) In the section titled "CDS Number" list the 5 digit number assigned to the district by the Department of Education. If you are reporting interest on a project specific basis, please indicate the project number.
- 7) Please read this section carefully. This section titled "Allocation of Lease-Purchase Interest Earnings" must be properly completed to ensure proper interest processing. There are 4 subsections in this section. Interest must be separated based on the percentage of district contribution per project. You must report totals for each type of project (100% state funded, 50/50 projects, etc.). If it is easier to report totals by project please do so, however, interest allocation will be assigned by the OPSC Interest Unit. Districts will be apprised of actual interest application by an administrative journal.
- 8) Section 8 is the signature and total section. In this section the authorized signatory will sign the form certifying that the information is correct. Additionally, the OPSC is requiring that the authorized signatory print his/her name and phone number (inclusive of area code). Also indicate the page total here. If you are only submitting one page please enter the page total in the box labeled "Report Total".

Additional Reporting Information

Under no circumstances should negative interest amounts be reflected on this report. A negative interest amount indicates an interest expense. Interest expense incurred because a district advances the project prior to receiving a state apportionment is not an eligible expense per the provisions of the Lease-Purchase Program. The provisions of the policy adopted July 26, 1995 state that districts that advance fund projects should make expenditures out of another fund. If a district has advanced a project with district funds and deposited them in the Lease-Purchase Fund there will never be any negative interest, but only positive interest based on the 100% reporting requirement. Negative interest cannot be netted against positive interest within a quarter.

The completed form should be mailed to the Office of Public School Construction at the address listed below.

Office of Public School Construction
1130 K Street, Suite 400
Sacramento, CA 95814-7243
Attention: Interest Unit