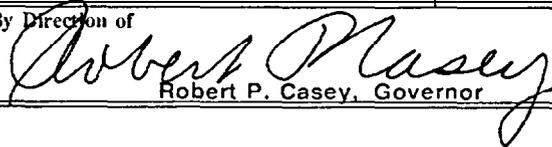


**Commonwealth of Pennsylvania**  
**GOVERNOR'S OFFICE**  
***EXECUTIVE ORDER***

Subject	<b>Master Leasing Program</b>		Number
			<b>1989-3</b>
Date	Distribution	By Direction of	
<b>March 2, 1989</b>	<b>B</b>	 <b>Robert P. Casey, Governor</b>	

WHEREAS, Commonwealth administrative agencies, through the Department of General Services, annually enter into many installment purchase and lease purchase agreements for capital equipment involving various interest rates; and

WHEREAS, in the past, when the Commonwealth entered into an installment purchase or lease purchase agreement, the equipment vendor was required to arrange for the necessary financing; and

WHEREAS, under a Master Leasing Program the equipment and the financing for the equipment will be obtained separately at the lowest available price for each; and

WHEREAS, a Master Leasing Program, through centralization of the equipment finance function, will provide a simplified and uniform legal documentation process which will avoid uneconomic financing terms and accelerate the procurement process; and

WHEREAS, in order to realize the advantages of a Master Leasing Program, the prompt cooperation of all Commonwealth administrative agencies is required.

NOW, THEREFORE, I, Robert P. Casey, Governor of the Commonwealth of Pennsylvania, by virtue of the authority vested in me by the Constitution of the Commonwealth of Pennsylvania, and other laws, do hereby order that:

1. The Secretary of General Services shall, with the guidance and assistance of the Secretary of the Budget, proceed with the development and implementation of a Master Leasing Program.
2. The program shall be implemented by such directives, statements of policy, rules, and regulations as the secretaries shall promulgate.
3. Such directives, statements of policy, rules, and regulations shall provide information to all Commonwealth administrative agencies on the benefits and requirements of the Master Leasing Program.

4. All Commonwealth administrative agencies shall fully cooperate with, and provide requested information and documentation, on a priority basis, to the Department of General Services, the Office of the Budget, and the attorneys, financial advisor, master lessor, trustee bank, underwriters, and other necessary professionals appointed by the department.

5. All Commonwealth administrative agencies shall make periodic payments in a timely manner for equipment acquired through the Master Leasing Program.

6. No Commonwealth administrative agency shall arrange for financing of equipment leases or installment purchases, except through the Department of General Services' Master Leasing Program. Any exception to this policy must be granted, in writing, by the Secretary of General Services.