

**CERTIFICATION OF FUNDING
FOR LEASE OBLIGATIONS**

The Certification of Funding shall be a memo, on TTU letterhead, following the example below, and routed with the Lease for approval.

MEMORANDUM

TO: Mr. Charles Garrett
Office of Real Estate Management
Tennessee Department of Finance and Administration

FROM: *Name of TTU's chief financial officer*
Title of TTU's chief financial officer

SUBJECT: Certification of Funding for Obligations of Lease Agreement
between *Name of Lessor*
and Tennessee Tech University

DATE: *Date of issue*

I do hereby certify that there is a balance in the amount of \$ *annual cost of lease* to be paid annually in the appropriation from which this obligation is required to be paid, that is not otherwise encumbered to pay obligations incurred.

APPROVED:

Dr. Claire Stinson
Vice President for Planning and Finance
Tennessee Tech University