

**UNIVERSITY OF WEST FLORIDA BUSINESS ENTERPRISES, INC. (BEI)**

**POLICY #:** BEI 1.02 – 4/13

**EFFECTIVE DATE:** APRIL 12, 2013

**POLICY/PURPOSE:** **DEBT MANAGEMENT** - To specify the responsibilities for prudent management of institutional debt and to comply with all applicable state regulations and statutes.

**RESPONSIBLE OFFICE:** BEI

**1. APPLICABILITY:** Debt issuances by BEI.

**2. POLICY**

BEI shall comply with the Debt Management Policy adopted by the University of West Florida as amended from time to time, and hereby adopts such Policy. The University's Debt Management Policy is based on the Board of Governor's Debt Management Guidelines. .

As a general practice, a Financial Advisor will assist BEI by identifying and negotiating the optimal financing vehicle and provider while assisting BEI with insuring that all applicable laws and regulations are fulfilled. The Financial Advisor will provide services designed to provide expert advice that could include, however, not be limited to the following:

- a) the amount of revenue-based debt which may prudently be issued;
- b) the impact of the facility/capital improvements on the debt issue;
- c) structural features of debt being issued;
- d) selection of the optimal debt vehicle;
- e) assessing whether the new debt is best issued on parity with existing bonds;
- f) the preferred method of sale;
- g) the selection of professionals;
- h) compliance with securities laws and disclosure requirements; and
- i) compliance with federal tax laws and arbitrage compliance.

Revenue bonds issued by BEI shall be paid from BEI revenue streams dedicated to meeting the debt service obligation of bonds and no other assets of the University of West Florida or its other direct support organizations shall be pledged to repay the debt unless specifically indicated in writing with documentation of approval from the relevant Board(s).