



**TO:** Procurement

**FROM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

This cost center wishes to engage in a **Lease** **Lease Purchase** **Long Term Rental**

**For:** \_\_\_\_\_

**with** \_\_\_\_\_

**Cost Per Copy:** \_\_\_\_\_ **Effective Date** \_\_\_\_\_

**Activation/Installation fee \$** \_\_\_\_\_ **Maintenance fees \$** \_\_\_\_\_

**Payments of \$** \_\_\_\_\_ **/month for (X) \_\_\_\_\_ months = \$** \_\_\_\_\_ **Total Obligation**

**APR** \_\_\_\_\_ **%** **Account No to be charged** \_\_\_\_\_

**Reason for request** \_\_\_\_\_