



TO Procurement

FROM _____

DATE: _____

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

For: _____

with _____

OPC Range 1: (0 - _____)
FROM TO

Cost: _____

OPC Range 2: (_____ - +)
FROM TO

Cost: _____

Contract Expires _____
Month Year

State Contract # _____

Reason for request _____

Replacing existing equipment? _____

If yes, description and control # _____

(Attach signed rental/lease agreement and any additional info if required)
