



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 _____