

Equipment Lease Approval Form

Equipment leases with total anticipated contracted cash payments over the term of the lease of \$200,000 and above must be approved by the Chief Financial Officer. The execution of this form by the Chief Financial Officer indicates that approval has been granted.

Equipment leases with total contracted cash payments over the term of the lease under \$200,000 can be approved by managers with requisite expenditure authority in relationship to total contracted cash payments and do not require execution of this form.

Date:

To: Chief Financial Officer

From: _____
(Name, title, and phone number)

Subject: **REQUEST TO ENTER INTO AN EQUIPMENT LEASE**

Department requiring equipment: _____

Projected uses: _____

Term of the lease: _____

Annual payments: _____

Total value of contracted cash payments: _____

Department contact: _____

Dean or Chair: _____

Title: _____

I have reviewed the purpose for the equipment lease and approve the request.

Chief Financial Officer: _____ Date: _____