

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