

Agency Master Lease Authorization Form (On agency's letter head)

DATE: \_\_\_\_\_  
TO: Hari Kadavath, Accounting Administrator  
FROM: \_\_\_\_\_  
\_\_\_\_\_  
(Title)  
RE: Master Lease Financing Request

1. Agency / Division: \_\_\_\_\_
  
2. Agency / Division Contact Information (Individual responsible for coordinating master lease details with State Accounting):
  - Name: \_\_\_\_\_
  - Phone: \_\_\_\_\_
  - Email: \_\_\_\_\_
  
3. Equipment to be financed
  - Equipment Type: \_\_\_\_\_
  - (Expected) Purchase Price: \_\_\_\_\_
  - Anticipated Life Span: \_\_\_\_\_
  - Master Lease Term: \_\_\_\_\_
  - (Expected) Order Date: \_\_\_\_\_
  - (Expected) Install Date: \_\_\_\_\_
  - Does the equipment purchase replace existing equipment?  
Yes \_\_\_\_ No \_\_\_\_  
If yes, please identify the equipment it replaces.  
\_\_\_\_\_  
If no, please describe the purpose of the new equipment.  
(For example: new program, new process for existing program, etc).  
\_\_\_\_\_

4. Total approximate dollar amount to be financed: \_\_\_\_\_

5. Purpose (what does purchasing these items accomplish):

\_\_\_\_\_

6. Did the Legislature appropriate enough funds for the purchase of this equipment?

Yes \_\_\_\_ No \_\_\_\_

If yes, was the appropriation for master lease payments or a onetime purchase of this equipment?

\_\_\_\_\_

If no, how do you intend to finance the monthly lease payment?

\_\_\_\_\_

7. Business Unit to be charged: \_\_\_\_\_

I have read the information provided above regarding my agency's Master Lease request and it is correct. I hereby approve the request to proceed with Master Lease Financing.

\_\_\_\_\_  
*Agency Director or Division Administrator Authorization*

\_\_\_\_\_  
*Date*