

Information Technology Equipment Lease Request

Department: _____ Date: _____

Location(s) where equipment will be deployed: _____

ORG Code to be billed: _____

Equipment to be leased:

Quantity	Equipment Descripton
	HP Desktop – Convertible Mini-Tower
	HP Desktop – Small Form Factor
	HP Laptop
	MacBook Pro Laptop
	iMac Desktop
	Other - Please describe:

Contact: _____ Phone: _____

<p>Will this equipment be paid for with Grant funds? Yes: _____ No: _____ <i>If YES, lease must be approved by Grant Accounting Office:</i></p> <p>Grant Accounting Office: _____</p>

Approvals

Financial Manager: _____ Phone: _____

Vice President: _____ Phone: _____

Mail original form with signatures to Robyn Hanks, Perkins 345.