

2021-2022

**TOSHIBA LEASE AGREEMENT PURCHASE REQUISITION
TEMPLATE**

When submitting a 2021-22 Toshiba Lease Agreement Requisition use the following information. Account Number must be 71000. Please customize the Requisition to your needs.

Document Text Information:

Statement of Purpose for Grants: Please justify the use of any Categorical funds as allowable expenses by the funding agency (if applicable). If not applicable, enter N/A.

If applicable, please add text: Charge Back to Bursar: 3xxxx – 9xxxx

Commodity Field: CH (Always use Buyer Initials of CH)

Description Field: Toshiba Lease – Serial #1234567890

Item Text Information:

Toshiba Copier Lease/Purchase Agreement
for the Lease Period Beginning
July 1, 2021 and Ending June 30, 2022
Fiscal Year 2021-22

60 month lease to be paid monthly \$123.45 plus tax
60 month lease payments 02/2021 - 12/2025
** End of lease buy-out @ \$1 dollar

05 months 02/2021 – 06/2021 – P0123456
12 months 07/2021 – 06/2022 – P0
12 months 07/2022 – 06/2023 – P0
12 months 07/2023 – 06/2024 – P0
12 months 07/2024 – 06/2025 – P0
07 months 07/2025 – 12/2025 – P0

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