



Lease Form

Complete and Forward this form to:
Asset Management Leasing, K07, Lv.5
Fax 02 9351 5861

Item	Please Complete				Explanatory Notes
Processed By	Name: Phone No: Email:				Contact Details of the person completing this form
Alleasing Sticker Number	007-				barcode / tag number Contact Jenny McKechnie if the equipment was not supplied with one
Equipment Location (Campus / Building Code)	Building: Floor: Room:				University Code for the Campus and Building Location where leased equipment is located (Please refer to FMO Website) http://www.facilities.usyd.edu.au/am/blxcamp.cfm
Department / Faculty	Name: Faculty Code				The department ordering the leased equipment
Custodian (First and Last Name)					The person who will be responsible for the leased equipment e.g. computer user or local asset manager
Custodian Contact	Phone: Email:				Name and contact details of the end user
Receipt / Installation Date					
Account Code (RC/Project/Analysis Code)	Class	RC	Project	Analysis	The Responsibility Centre / Project Code and Analysis code (if applicable) of the business unit for costing purposes
	5252				
Purchase Price (Ext GST)					Price is total cost of unit including peripherals, software & warranty
Peoplesoft Purchase Order					Number of the purchase order sent to the vendor, <u>not</u> the requisition number
Lease Term					Default lease term for Desktop / IT Equipment is (3 years) and Photocopiers (4 years)
Item Description	Make/Manufacturer				Describe the item being leased. If details of multiple items attached e.g. on a quote please write "ATTACHED"
	Model:				
Serial Number					Serial number must be filled in when you receipt goods. For Dell use Service Tag no.
Accompanying Monitor (if Applicable)	Make/Manufacturer				Describe the item being leased. If details of multiple items attached e.g. on a quote please write "ATTACHED"
	Model:				
Monitor Serial Number					Serial number must be filled in when you receipt goods For Dell use Service Tag no. of accompanying computer

Receipt Confirmation

Leased assets referred to above were received by me in good working order and condition.	Signature:.....(custodian)
	Name:
	Date: Phone: