

**CSUS/CSURF EQUIPMENT LINE OF CREDIT LEASING PROGRAM
LEASE/PURCHASE REQUEST FORM
COLORADO STATE UNIVERSITY**

I. Department: _____

Contact Person and Phone: _____

II. Equipment Description (general): _____

Specific Description	Unit Cost	Quantity	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Since leases normally result in higher overall cost, please explain why this equipment cannot be purchased directly?:

Proposed Use of Equipment: _____

Proposed Address of Equipment: _____

Expected Delivery Date(s): _____

Is this a part of a start up or retention package? _____ yes _____ no

If yes, Individuals Name: _____.

*Useful Life of Equipment: _____

(determined by Vice President for Research, Colorado State University)

(Must exceed term of Lease)

*Department should estimate useful life of equipment which will be reviewed and approved by the Vice President for Research, Colorado State University.

CSURF USE ONLY:

IF APPLICABLE

Contract and Grant Approval: _____
Contract Administrator

Computer Purchase Approval: _____
Director of CSU Computer Center

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CSURF USE ONLY:

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Lease Officer: _____

Equipment acquisition, leasing and financing through CSURF line of credit, on terms negotiated by me and reflected above, approved by:

Vice President for Research at Colorado State University

Vice President for
Administrative Services: _____

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Administrative Fee Policy

Should the lease application be cancelled prior to funding, CSURF reserves the right to collect a minimum fee of \$75.00.

Equipment acquired through this lease/purchase agreement is to be for the sole benefit of Colorado State University and is to be maintained by CSU.

The financial terms for lease/purchase agreements are determined by the type of equipment.

Direct all questions and return this form to:

Julie H. Birdsall
Chief Financial Officer &
Corporate Secretary/Treasurer
CSURF
P.O. Box 483
Room 410, USC Building
Fort Collins, CO 80522
Phone: (970) 482-2916