

**CSUS/MUNICIPAL 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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Lease Officer: \_\_\_\_\_

Vice President for  
Administrative Services: \_\_\_\_\_

Equipment acquisition, leasing and financing through CSURF on terms negotiated by me and reflected above, approved by the undersigned. The undersigned, as the designated and authorized representative of the University pursuant to a Resolution of the Board of Governors of the Colorado State University System, hereby declares the University's official intent to reimburse itself for all expenditures made by the University in connection with the acquisition of such equipment from the proceeds of a tax-exempt lease/purchase transaction which may be completed after such expenditures are made.

Vice President for Research, Colorado State University

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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.**

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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  
Room 410, USC Building  
Phone: (970) 482-2916