

## Lease Form

This form is to be used **only** when equipment is not able to be receipted in PeopleSoft under the P2P process or directly into Archibus.

Please complete and forward this form to: Financial Control & Treasury - Leasing, K07

**Fax 02 9351 5861**

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

### Receipt Confirmation

<b>Leased assets referred to above were received by me in good working order and condition.</b>	Signature:.....(custodian) Name: Date: <span style="float: right;">Phone:</span>
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