**State of Wisconsin 101 E. Wilson Street. 10th Floor**

**Department of Administration Madison, WI 53707-7864**

**Division of Executive Budget & Finance (608) 267-0374**

**Capital Finance Office FAX (608) 266-7645**

**Master Lease Program**

**DOA-2480 (C08/95)**

**Master Lease Program**

**REQUEST FOR USE & APPROVAL**

|  |  |  |
| --- | --- | --- |
| Request Date | | |
| Requesting Agency | | | | | | | | | Program Name | | | | | | |
| Division / Bureau | | | | | | | | | Contact Person | | | | | | |
| Agency Address | | | | | | | | | Phone No.  Fax No. | | | | | | |
| Equipment to be Financed | | | | | | | | | Use / Purpose of Equipment | | | | | | |
| Total Amount of Equipment | Amount (if any) to be paid up front  $0 | | | | | | | |  | | | | | | |
| Proposed Vendor(s)  Ricoh | | | | | | | | | Proposed Delivery Date | | | | | | |
| Master Lease Purchase Order Number(s) | | | | | | | | | Proposed Acceptance Date | | | | | | |
| Requested Payment Period In Number of Years | | | | | | | | | Are anticipated lease payments part of base budget?  No X Yes | | | | | | |
| Prefered Starting Date | | Final Payment Date | | | | | | | Proposed Funding Source GPR SEG Leg | | | | | | |
| Mar 1, 20 \_\_\_\_\_\_\_\_\_\_\_ OR | | Mar 1, 20  OR | | | | | | | Other\_\_\_\_\_\_\_\_  Proposed Statutory Appropriation for lease payments: | | | | | | |
| Sep 1, 20 | | Sep 1,20\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | Alternative Financing Options attached | | | | | | |
|  | | Agy. | | Org. | Sub  Org | Appr | Actv. | | Obj. | Sub.  Obj. | Rptg.  Cat. | Proj # | | FY | $ Amount OR % |
| WiSMART Accounting Codes  (from which lease payment will be made) | |  | |  |  |  |  | |  |  |  |  | |  |  |
| If different from contact listed above, Name  person to receive UpdatedLease  Schedules. | | | | | | | | Phone No. Fax No. | | | | | | | |
| **For DOA use only** | | | | | | | | | | | | | Special Conditions | | |
| Master Lease Program Approval Date | | | | | | | | | | | | |  | | |
| State Budget Analyst Approval Date | | | | | | | | | | | | |  | | |
| DOA Secretary's Office Preliminary Approval Date | | | | | | | | | | | | |  | | |