

REQUEST TO LEASE MOVABLE PROPERTY

AS856

Lease OR Lease-Purchase

Requestor		Email	
Lease Term			
Item to be considered for lease			
Estimate of Total Lease Payments		Market Value of item, if purchased today	
Likelihood of continued use beyond the lease term			
Justification of cost savings to the University to lease vs purchase			

Please attach any documentation – quotes, letters, emails, etc., that would assist with justification.

Routing and Approval Signatures – LSU		
Requestor	Printed Name	Date
Department Head	Printed Name	Date
Dean or Director	Printed Name	Date

For Financial Accounting & Reporting Use Only

Director Financial Accounting & Reporting	Printed Name Hope Rispono	Date
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Please follow this signature routing process:
Requestor → Department Head → Dean or Director → Financial Accounting & Reporting, hope@lsu.edu