



Leased Equipment Acceptance Form

LEASED COPYING EQUIPMENT
 LEASED MAIL PROCESSING EQUIPMENT
 (CHECK ONE ONLY)

ACCEPTANCE OF NEW EQUIPMENT INSTALLATION

(To be filled out **THE DAY** the equipment is installed.)
 *(After installation, do a Change Order and attach to DO.)

Facility Name and Number: _____
 Room where Equipment is located: _____
 Lease covered by DO Number: _____
 Lease Term In Months: _____
 Lease Term - Start/End Date: **START:** _____ **END:** _____
 State Term Contract Number: _____

The undersigned hereby acknowledges receipt in good condition and accepts as satisfactory all of the LISTED Equipment and certifies that such Equipment (1) has been properly installed and accepted by Lessee for leasing under the State Term Contract and purchase order referenced above and applicable Equipment Schedule; (2) that such Equipment has become subject to and governed by the provisions of the State Term Contract, purchase order, and Equipment Schedule; (3) Lessee is obligated to pay the rentals in arrears and all other sums provided for in the applicable Equipment Schedule with respect to such Equipment, subject to the terms and conditions of the State Term Contract, purchase order and the applicable Equipment Schedule, and (4) the Lessor has Trained all required facility users on the newly installed equipment.

List only equipment related to this leased copying or mail processing equipment.

MODEL NUMBER	DESCRIPTION	SERIAL NUMBER	MONTHLY COST

Acceptance/Installation Date: _____

(Lease Term does not start until the date the equipment is installed and accepted)

The person signing below for the Lessee is attesting that the equipment has been installed and personnel have been trained in its use.

Name: _____ Title: _____

Date: _____

GIVE ONE COPY TO THE INSTALLER OF THE EQUIPMENT