

AU Lease Form

Department: _____

Maintenance

SR#: _____ Order Number: _____

Manufacturer: _____ Model: _____ Component Type: _____

New Lease Computer

Lease Tag: _____ Serial Number: _____

Monitor Lease Tag: _____ Monitor Serial: _____

2nd Monitor Lease Tag: _____ 2nd Monitor Serial: _____

Prep and Software Installation Information

Statement Name: _____

Name: _____ UserID: _____

Prepped by: _____ Date: _____

Notes: _____

OS: _____ RateLevel: _____

Delivery Date: _____ **Time:** _____

Contact: _____ Phone: _____

Delivery Information: _____

Delivered/Installed By: _____ Date: _____

Customer Signature: _____ **Date:** _____

End of Lease Computer

CPU Serial Number: _____

Monitor Serial Number: _____

Monitor Serial Number: _____

Damages: _____ Customer Initial: _____