Lease Option Appraisal Form

SECTION I - APPROVAL IN PRINCIPAL
(should be considered in conjunction with Optional Appraisal Form)

A. GENERAL INFORMATION (to be completed by lease request originator)

A.1 Lease Request Originator Details
(a) Name : …………………………………………………………………………………
(b) Directorate : …………………………………………………………………………………
(c) Position : …………………………………………………………………………………
(d) Telephone No : …………………………………………………………………………………
(e) Date : …

A.2 Option Appraisal Details
(a) Methods of finance considered
   - Purchase/Sale
   - Hire/Rent
   - Lease
   - Do Nothing
   Please tick as appropriate
(b) Option Appraisal identifies Leasing as the most appropriate method of finance

B. APPROVAL IN PRINCIPAL (to be signed by Chairman of Executive Operational Committee/Service Director)

B.1 Income/Expenditure proposal authorised for Leasing

B.2
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<tr>
<th>Authorisation</th>
<th>Authorised By</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Approved/Rejected</td>
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SECTION II - AUTHORIZATION TO PROCEED

C. LEASING OPTIONS (to be completed by originator)

C.1 Lease Options (attach quotations/proposals and full supporting details)

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<tr>
<th>Option No.</th>
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Lease Option Appraisal Form

C.2 Selection Criteria: ____________________________

C.3 Recommended Lease Option:
(a) Recommended lease Option: ____________________________
(b) Reason(s): ____________________________

(c) Executive summary of preferred option - where appropriate (please enclose)
(d) Recommendation/Option of Trust’s solicitors - (attached to Lease Option Appraisal Form)
(e) Signatories for recommendation

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<td>Service Director</td>
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D. AUTHORIZATION TO PROCEED WITH LEASE AGREEMENT (to be completed at Executive Operational Committee)

D.1 Checklist
(a) Approval in Principal granted
(b) Legal option sought
(c) Finance available
(d) Have followed procedure, SO and SFI’s

D.2 Authorisation

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E. AUTHORISED LEASE DETAILS (to be completed by Deputy Head of Financial Accounts)

E.1 Annual lease value: ____________________________
E.2 Lease period: ____________________________
E.3 Payment method: ____________________________
E.4 Lease type: ____________________________
E.5 Commencement date: ____________________________
E.6 Cross reference to Lease Register: ____________________________
E.7 Lessor/Lessee details: ____________________________
E.8 Signed & Dated by Head of Financial Accounts: ____________________________