

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 *please tick as appropriate*

(a) Methods of finance considered

Purchase/Sale	<input type="checkbox"/>
Hire/Rent	<input type="checkbox"/>
Lease	<input type="checkbox"/>
Do Nothing	<input type="checkbox"/>

(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

Authorisation	Authorised By	Signature	Date
Approved/Rejected			
Approved/Rejected			

SECTION II - AUTHORISATION TO PROCEED

C. LEASING OPTIONS *(to be completed by originator)*

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

Option No:	
1	
2	
3	
4	
5	

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

Authorisation	Authorised By	Signature	Date
Originator			
Service Director			

D. AUTHORISATION TO PROCEED WITH LEASE AGREEMENT *(to be completed at Executive Operational Committee)*

D.1 Checklist *tick as appropriate*

- (a) Approval in Principal granted
- (b) Legal option sought
- (c) Finance available
- (d) Have followed procedure, SO and SFI's

D.2 Authorisation

Authorisation	Authorised By	Signature	Date
Originator			
Service Director			

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 : _____
