

**Departmental Notification of Lease/Notification of Changes
(delete as appropriate)**

1.0 Description of leased item(s) : _____

2.0 Location/address of leased item(s) property : _____

3.0 Date leased item became operational : _____

4.0 Make, model and serial number (where appropriate)

4.1 Make : _____

4.2 Model : _____

4.3 Serial Number(s) : _____

5.0 Lease costs/revenue to be charged/credited to cost centre : _____

6.0 Contact in department (if different to originator)

6.1 Name : _____

6.2 Position : _____

6.3 Telephone number and extension : _____

7.0 Originator details:

7.1 Name : _____

7.2 Position : _____

7.3 Signature : _____

7.4 Telephone number and extension : _____

7.5 Date : _____

SAMPLE - DO NOT USE

(After completion please forward to:
Deputy Head of Financial Accounts
Finance Department