

Sample Purchase Order – Lease With Option to Purchase

The following is an explanation of a sample of a Lease Purchase Order. Incorrect information in these areas will require modification from the issuing office.

STATE OF _____		STATE PURCHASE ORDER		ORDER NUMBER	
ISSUED BY (Agency)		TELEPHONE NO		REQ NO	ORDER DATE
DATE REQUIRED		TYPE OF ORDER <input type="checkbox"/> Original <input type="checkbox"/> Confirming		F.O.B. DESTINATION	DELIVERY HOURS <i>Please Specify</i>
NOTE: OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, DELIVERY SLIPS, CASES, PACKAGES, AND COMMUNICATIONS. THIS PURCHASE ORDER VOID UNLESS APPROVED BY THE STATE COMPTROLLER AT LOWER RIGHT					
VENDOR: Lease Servicing Center, Inc. (Lessor) dba NCL Government Capital 220 22 nd Ave E Ste 106 Alexandria, MN 56308			SHIP TO: Agency Name Address City, State, Zip Attn: _____		
BILL TO: Agency Name Address City, State, Zip Attn: _____			SPECIAL INSTRUCTIONS:		
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
<p>This Purchase Order (Purchase Order) and the Composite Terms and Conditions described below collectively constitute the ____ month Lease With Option to Purchase No. _____ (the Lease) between Lease Servicing Center, Inc. dba NCL Government Capital (Lessor) and "Agency Name" (Lessee). Lessee acknowledges that it has received and/or been given access to, reviewed and hereby agrees to the terms, conditions and obligations of the Purchase Order Only Terms and Conditions as amended by the Supplemental Terms and Conditions for Lease With Option to Purchase (collectively, the Composite Terms and Conditions) attached to the Leasing and Financing Solutions with Related Services Contract #011620-NCL, by and between Sourcewell and Lessor. All terms, conditions, and obligations of the Composite Terms and Conditions (including without limitation, the Attachments thereto) are incorporated herein by reference and shall control over any inconsistent terms, conditions and obligations of this Purchase Order. Lessee shall pay directly to Lessor the Lease Payments set forth on Attachment 1 to the Lease.</p>					
1	Equipment Description XXXXX	1	36 Mo.	\$XXX.XX	\$XXX.XX
2	Accessory XXXXX	1	36 Mo.	XX.XX	XX.XX
3	Accessory XXXXX	1	36 Mo.	XX.XX	XX.XX
4	Accessory XXXXX	1	36 Mo.	XX.XX	XX.XX
COMMITTED AMOUNT		OBLIGATED AMOUNT		CONTRACT PERIOD	
\$XXXX.XX		\$XXXX.XX		FROM	TO
D.P.A. NO.	CONTRACT AWARD NO.	APPROVED PURCH REQ. NO.	APPROVED BY AGENCY (<i>Authorized Signature</i>)		
PREPARED BY:	DATE				

1. Vendor Address

Lease Servicing Center, Inc. (Lessor)
dba NCL Government Capital
c/o Local Authorized Dealer
220 22nd Ave E Ste 106
Alexandria, MN 56308

2. Terms and Conditions

Lease Terms and Conditions per Purchase Order and Terms described above

3. Contract Number

Must Have contract number

4. Signature

Be sure to sign the Purchase Order! Must be signed by any authorized Contracting / Ordering Officer