

## Sample Purchase Order – Tax Exempt Governmental Lease

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.

<b>STATE OF</b> _____		<b>STATE PURCHASE ORDER</b>		<b>ORDER NUMBER</b>	
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					
<b>VENDOR:</b> Lease Servicing Center, Inc. (Lessor) dba NCL Government Capital 220 22 <sup>nd</sup> Ave E Ste 106 Alexandria, MN 56308			<b>SHIP TO:</b> Agency Name Address City, State, Zip Attn: _____		
<b>BILL TO:</b> Agency Name Address City, State, Zip Attn: _____			<b>SPECIAL INSTRUCTIONS:</b>		
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
<p><b>This Purchase Order (Purchase Order) and the Additional Terms and Conditions described below collectively constitute the ____ month Tax Exempt Governmental Lease 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 (the Additional Terms and Conditions) attached to the Leasing and Financing Solutions with Related Services Contract #011620, by and between Sourcewell and Lessor. All terms, conditions, and obligations of the Additional 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.</b></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
<b>COMMITTED AMOUNT</b>		<b>OBLIGATED AMOUNT</b>		<b>CONTRACT PERIOD</b>	
\$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 22<sup>nd</sup> 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