

12. Entire Lease Value: \$
(Payment amount including finance costs x Frequency)

13. Has the requestor reviewed the acquisition with the department and/or college to consider funding this from within?

Yes No

a. If No, why is departmental or college funding not being utilized?

14. Has the requestor contacted Business Affairs to consider University financing or an OSU Internal Bank loan?

Yes No

a. If Yes, why is a University financing or an OSU Internal Bank loan not being utilized?

If the entire lease value exceeds \$100,000 and the lease qualifies as a Capital Lease under OSU policy then it may qualify as a finance lease that may have to be managed through the Department of Administrative Services (DAS) under ORS 283.085 to 283.092. The requestor must consider that DAS charges fees for these services and allow **significant** additional time for the DAS process.