REQUEST FOR COPIER OR OTHER OFFICE EQUIPMENT LEASE APPROVAL AND SIGNATURE

Date: _____

To: **Archdiocese of Los Angeles**

Attention: Applied Technology Department and Legal Department
(Note: This form and entire lease packet must be sent to both departments)

From: _____
Name of Parish/School

Name of Vendor: _____

My parish/school wishes to enter into the attached copier/office equipment lease, maintenance and related agreements. I request that the Archdiocesan Applied Technology and Legal departments review the proposed lease and related agreements for approval and/or to obtain the appropriate signatures on behalf of my parish/school. My parish/school agrees to be responsible for all payments and costs associated with this equipment lease and related agreements.

If you have any questions, comments or corrections, please contact me at the number/email address below.

Signature of Pastor/Principal: _____

Print Name and Title: _____

Phone: _____

Email Address: _____

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