

LEASE

**LEVY COUNTY
REPORT OF LEASE OF PROPERTY**

To be used in all cases of lease between Accountable Officers OUTSIDE the County Realm

*** ANY LEASED PROPERTY VALUED \$5,000.00 AND UP MUST GO BEFORE THE BOARD FOR APPROVAL ***

The following items of tangible personal property have been LEASED as indicated:

COUNTY DEPT.		LEASING DEPT. or INTITY	
Department Name		Department Name	
Department Code			
Contact Name		Contact Name	
Phone Number		Phone Number	

LEASE AMOUNT OR EQUIPMENT VALUE	DESCRIPTION	DATE OF LEASE
		Date lease ends

****This information can be added at end of lease****

Proposed Amount of Time on Lease _____

****THIS DOES NOT SERVE AS A CONTRACT, FOR TRACKING INFORMATION ONLY****

NOTE: While on lease, the receiving office will be responsible for the item.

COUNTY DEPARTMENT:(receiving office)

LEASING DEPT. or INTITY:

Signature of Authorized Personnel

Signature of Accountable Officer

Typed Name and Title

Typed Name and Title

Date

Date

COUNTY OFFICE: Have Leasing Dept. or Intity sign and date. Each keep a copy and send COMPLETED ORIGINAL to Clerks Office Asset Mgr.