



Sample Purchase Order – Lease

The following is an example of an Operating Lease Purchase Order.
Please pay particular attention to the areas marked A-H.

Incorrect information in these areas will require modification from the issuing office.

1. NASPO CONTRACT NO. A Master Agreement No. 189398		2. REQUISITION NO.		3. DATE OF ORDER DD/MM/YY		4. ORDER NUMBER XXXXX-XXXXX		5. PRIORITY	
6. ISSUED BY AGENCY NAME ATTN, BUYERS NAME ADDRESS CITY, STATE ZIP				7. ADMINISTERED BY AGENCY NAME ADDRESS CITY, STATE ZIP				8. DELIVERY FOB (X) DESTINATION () JOTHER (See Schedule)	
9. CONTRACTOR Vendor Id: CAGE CODE NAME AND ADDRESS KYOCERA Document Solutions America, Inc. ATTN: NATIONAL ACCOUNTS C/O DOCUMENT SOLUTIONS LLC 225 SAND ROAD, P.O. BOX 40008 FAIRFIELD, NJ 07004-0008 B				10. DELIVERY TO FOB POINT BY (date)		11. MARK IF BUSINESS IS () SMALL () SMALL DIS-ADVANTAGED () WOMEN OWNED () OTHER		12. DISCOUNT AND/OR NET PAYMENT TERMS Net 30 Days	
13. MAIL INVOICES TO: see block 15				14. CONSIGNEE AND DESTINATION (SHIP TO) AGENCY NAME ADDRESS ATTN: CITY, STATE ZIP				15. PAYMENT WILL BE MADE BY: AGENCY NAME ADDRESS ATTN: CITY, STATE ZIP	
16. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE									
17. ITEM NO.	18. SCHEDULE OF SERVICE/SUPPLIES	19. QTY.	20. UNIT	21. UNIT PRICE	22. EXTENDED AMOUNT				
0001	Lease/Rent TASKalfa XXXXX Includes Accessory XXXXXX and Accessory XXXXXX	01	12 Mo.	\$ x,xxx.xx	\$ x,xxx.xx				
0002	Maintenance for XXXX XXXXXX \$XXX.XX/month Includes XX,XXX copies. All additional copies at \$,XXX each. Operating Lease This purchase order authorizes the lease of the above for 36 months at \$XXX.XX per month, plus purchase the equipment at the fair market value at the end of the lease term. This PO is valid through September 30, 20XX. A New PO will be issued October 1 for the next fiscal year	01	12 Mo.	\$ x,xxx.xx	\$ x,xxx.xx	C	D	E	F
If quantity accepted is same as quantity ordered, indicated by x. If different, enter actual quantity accepted below quantity ordered and encircle				24. ORDERED BY Signature _____ H Name _____ Title: _____				25. TOTAL G \$ xxxxx.xx	
26. QUANTITY IN COLUMN 20 HAS BEEN () INSPECTED () RECEIVED () ACCEPTED AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED				27. PAYMENT () COMPLETE () PARTIAL () FINAL		28. INITIALS			
DATE _____ SIGNATURE OF AUTHORIZED REP _____						29. AMT VERIFIED FOR CHECK NUMBER			
30. I certify this account is correct and proper for payment				31. PAID BY		32. BILL OF LADING NO.			
DATE _____ SIGNATURE OF AUTHORIZED REP _____									
33. REC'D AT		34. REC'D BY		35. DATE REC'D					

A. Contract Number - Must Have NASPO Master Agreement Number 189398

B. Vendor Address - KYOCERA Document Solutions America, Inc.
Attn: National Accounts
c/o Document Solutions LLC
225 Sand Road, P.O. Box 40008
Fairfield, New Jersey 07004-0008
e-mail: kevinr@dsbls.com

C. Products - Descriptions of the items ordered by the user

D. Quantity - The quantity ordered of the unit

E. Price - The monthly payment of one unit being ordered

F. Total Price Per Item - The total amount for that item based on the unit price (Quantity Ordered x Unit Price)

G. Total Price of Purchase Order - The total dollar amount obligated for the purchase order

H. Signature - Be sure to sign the purchase order.
Must be signed by an authorized Contracting/Ordering Officer

NOTE - OTHER REQUIREMENTS

All terms and conditions are published under the NASPO Value Point Website:

<https://www.naspovaluepoint.org/portfolio/copiers-managed-print-services-2019-2024/kyocera-document-solutions-america-inc.>