

**Demo/EX 2: Create Lease Requisition**

**RICOH CANADA INC.**  
 5520 EXPLORER DRIVE  
 SUITE 300  
 MISSISSAUGA, ONTARIO, L4W 5L1

**Lease Agreement**

**Master Lease Agreement No: 555** between RICOH (“Lessor”) and the Governing Council of the University of Toronto (“Lessee”).

**Schedule Number:** #UT555-425

**Date:** August 24, 2017

**To:** University of Toronto  
 Department of Italian Studies  
 256 McCaul St., room 103  
 Toronto, Ontario

**Ricoh Contact:** Bill Curan  
**Phone #:** 416-781-3665

**Tax Code:** E1 **Bus Area:** \_\_\_\_\_  
**Dept.:** Italian Studies **G/L Account:** \_\_\_\_\_  
**Cost Centre:** 11040 **Order:** \_\_\_\_\_  
**Fund Centre:** 119818 **Fund:** \_\_\_\_\_  
**Date:** August 24, 2017 **Authorization:** M. Thompson  
**Document:** \_\_\_\_\_ **Vendor#:** 104333

1. **Equipment:** Aficio MP C2500 Printer
2. **Term and Rental:**
  - a. Start Date: September 1, 2017
  - b. End Date: August 31, 2020
3. **End of Lease Agreement:** return to vendor

| QTY | ITEM #   | Description             | Acquisition Amount | Rental Amount | Serial Number | Location   |
|-----|----------|-------------------------|--------------------|---------------|---------------|--|
| 1   | 223-0123 | Aficio MP C2500 Printer | \$ 20,012.00       | \$ 1653.69    | BHF4DG1       | University of Toronto, St. George Campus,<br><br>Department of Italian Studies<br><br>256 McCaul St., room 103 |

|   |  |   |
|---|--|---|
| <b>Terms</b><br><b>(Initial Period in Months)</b><br>36 | <b>Lease Payment Frequency</b><br><input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Monthly<br><input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual | <b>Lease Payment</b><br>1653.69/4 + all applicable taxes per period |
|---|--|---|

**Aggregate Acquisition Amount:** \$20,012.00