

Demo/EX 3: Create Workflow Lease Order – Valued over \$25,000

RICOH CANADA INC.
 PO Box 1600 Streetsville RPO
 Mississauga, ON
 L5M 0M6

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: July 18, 2019

To: University of Toronto Mississauga
 CC2160

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

Tax Code: E1
Dept.: Italian Studies
Cost Center: 11040
Fund Center: 123456
Date: July 18, 2019
Document: _____
Bus Area: _____
G/L Account: 821420
Order: _____
Fund: _____
Authorization: M. Thompson

1. **Equipment:** Aficio MP C2500 Printer
2. **Term and Rental:**
 - a. Start Date: August 1, 2019
 - b. End Date: July 31, 2022
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	\$ 27,012.00	\$ 1700	BHF4DG1	UTM - Management 3359 Mississauga Rd.

Terms (Initial Period in Months) 36	Lease Payment Frequency <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual	Lease Payment 1700/4 + all applicable taxes per period
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Aggregate Acquisition Amount: \$27,012.00