

**POMEROY PRINTER LEASE PROCEDURES
CONTRACT #: MA 758 0600000785**

(CONSOLIDATED AND NON-CONSOLIDATED AGENCIES)

- 1. Agency must complete the necessary Computer Acquisitions Form (CAF) and/or the Executive Order Request form (EO Form) requesting the lease. Agency must include billing and shipping information as well as Department code. Agency must also complete the Lease Quote Tool, which will calculate the lease payment. The Lease Quote Tool is attached to the CAF.**
- 2. Upon approval of the CAF and/or EO Form, the agency must contact Brett Kiser at Pomeroy via email at bkiser@pomeroy.com or telephone at 859-586-0600 x 1174 and request leasing documents.**
- 3. Pomeroy IT Solutions will overnight mail the executable original documents {two (2) originals}, with Pomeroy's signature included, to the requesting agency. Pomeroy IT Solutions will also email Stephanie Williams notifying her of the forthcoming lease, the agency name and contact person for the agency.**
- 4. The agency must sign the two (2) original documents and mail both originals, along with a copy of the approved CAF and/or approved EO Form and Lease Quote Tool, to Mrs. Williams, Finance, OPS, 702 Capitol Ave, Room 373, Frankfort KY 40601. An electronic copy of all lease documents must also be sent to Mrs. Williams in order to expedite the transaction.**
- 5. Mrs. Williams will execute both originals and create a stand alone Master Agreement in eMars for the lease transaction.**
- 6. Mrs. Williams will send Pomeroy (contact person Brett Kiser) an electronic copy of the fully executed documents, along with a copy of the lease contract, CAF and/or EO form and Lease Quote Tool for processing of the lease. She will also mail the original lease documents to Pomeroy. Mrs. Williams will keep (1) original lease document for the file.**
- 7. Mrs. Williams will send an email notification to the agency stating that the lease has been fully executed and the contract number for the lease.**