



After you've determined whether your contract contains a lease, and if so, whether it's an operating or finance lease, complete the following and send this form and a copy of the contract to Accounting. For more information and procedures, see [Lease Classification](#).

Unit Name _____

Preparer Name _____

Asset Description _____

e-doc Number _____

Conclusions

Does the contract contain a lease? Yes No Determine whether your contract contains a lease using the [Does the contract contain a lease?](#) decision wizard. Include your result with this form.

If it contains a lease, what type of lease? Operating Finance Determine the type of lease using the [Is this an operating or a finance lease?](#) decision wizard. Include your result with this form.

Which object code should be used?

Object code descriptions are available on the [Lease Classification](#) page.

- 3730 - Finance Lease Equipment
- 3735 - Finance Lease Real Estate
- 3740 - Finance Lease Computers
- 3745 - Finance Lease Vehicles
- 6210 - Operating Lease Computers
- 6215 - Operating Lease Copiers/Printers
- 6220 - Operating Lease Equipment
- 6230 - Operating Lease Real Property
- 6240 - Operating Lease Vehicle

Date _____

Preparer Signature _____

Date _____

Reviewer Signature (DFA Only) _____

Send this form with a copy of the contract by email or campus mail.