





# Essential Use Questionnaire for Government and Education Customers

## Lessee Information

* Full Legal Name	
* User(s) essential functions(s)	

## Equipment & Usage Information

* State reason equipment being acquired.	* Check one <input type="checkbox"/> New Acquisition <input type="checkbox"/> Replacing Existing Equipment
* State if any private or 501(c) 3 usage expected.	State if any future plans for consolidation, moves or potential dissolution of lessee or user(s).

## Financial Impact/Information

Detail cost impacts, i.e. cost savings or additional expense (attach spreadsheets if necessary).

Please provide name and official title of contact person for finance related questions.	Identify specific funding source(s) for repayment of lease.
Please indicate the two most recent years for which audited financial statements are available. Please attach those statements to this questionnaire.	Indicate if subsequent Interim statements are available. Please attach those statements to this questionnaire.

\* Detail any past occurrences of non- appropriation plus any future potential occurrences.

\* Itemize recent bond offering and any significant new debt.

Note any special requirement for repayment to HP Financial Services including lead times and any special routing or process requirements.

## Technology Plan

* Indicate if there is a technology plan. <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this equipment considered a part of the overall implementation? If yes, please provide a copy of the plan.
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## Approval Requirements

* Indicate approval process required for this acquisition. <input type="checkbox"/> Bid <input type="checkbox"/> Voter Referendum <input type="checkbox"/> Board Approval <input type="checkbox"/> Other (specify)	* Have these requirements been met? <input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Comments	

Essential Use Questionnaire must be completed by all Government and Education customers as part of the Lease Application process.

**Toll Free Application Line**  
**888-277-5942**

**Fax**  
**908-898-4176**