

SUMMARY OF COPYING EQUIPMENT RENT/PURCHASE ANALYSIS

ORGANIZATION <i>(Agency, Division, Center, Branch)</i>	LOCATION <i>(Bldg., Room No., Street, City, State, ZIP)</i>
EQUIPMENT/ACCESSORIES <i>(Make)</i>	<i>(Model)</i> <i>(Serial No.)</i>

CALCULATION:

- a. Purchase price \$ _____
 - b. Less trade-in or accrued rental credits (conversion only) \$ _____
 - c. Adjusted purchase price (a minus b) \$ _____
 - d. Monthly rental cost (including added meter costs) \$ _____
 - e. Total monthly maintenance cost if purchased \$ _____
 - f. Break-even/Payback period computation
(Divide the adjusted purchase price by the monthly rental cost minus the monthly maintenance cost)
- $\frac{c}{d \text{ minus } e} = \text{months}$ TOTAL MONTHS _____

RECOMMENDATION:

- RENTAL PURCHASE*

PRODUCTIVITY:

MACHINE'S AVERAGE MONTHLY VOLUME _____

NARRATIVE: *(Briefly state an assessment of projected needs (changes and/or constancy) and an explanation of the decision to continue renting or to purchase.)*

PERSON PREPARING ANALYSIS <i>(Please Print Name)</i>	TELEPHONE NUMBER ()	DATE
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* Equipment that has a "payback period" of less than 24 months must be purchased unless the needs for the equipment are expected to change or the equipment is no longer adequate. In those cases, action should be taken immediately to replace that equipment. If purchase funds are not presently available, the purchase action should be delayed only until they become available, but no later than the next fiscal year. If the payback is between 25 to 36 months, the equipment should be purchased unless the copying needs are expected to change greatly during the next 3 years.