

Effective date: 01/01/2020

**Augusta Richmond County, Georgia
New GMA Lease Proposal Form**

Before a Department may apply for GMA lease, they must first contact GMA Lease Coordinator and the department finance liaison in the Finance Department. The GMA Lease Coordinator will review if the GMA Lease is eligible and the best option for equipment purchase. A copy of the GMA Lease Proposal Form should be sent to the GMA Lease Coordinator to review and route for approvals. The finance liaison will review and make sure the lease payment budget is available in the department budget.

Date of Request: March 5, 2025 Department Name: Augusta Regional Airport

Equipment/Vehicle Purchase Description:

2025 Ford F150 (1/2 ton) Regular Cab, 6 Cyl, 4x2 LWB x 2

Cost: \$ 55,931.50 x 2 Anticipated Purchase Date: 4/30/2025

GMA Lease repayment in Department budget: Yes No

Dept. lease repayment org key & object code - 6111631: 551081205-6111631

(Notes: for **GMA purchase order**, please use 631101110-5499631)

Risa Bingham Risa Bingham 706-798-3236
Department Contact Name & Signature Contact phone #

1.) GMA Lease Coordinator has reviewed the request.

☒ Find the request feasible for the GMA Lease, and lease payment was budgeted.

☐ Deny the Request: _____

[Signature] 3/5/2025
Financial Analyst Date

2.) I have reviewed the GMA Lease Request and:

☒ Find the the request feasible/eligible for the GMA Lease.

☐ Deny the Request: _____

[Signature] 3/5/2025
Deputy Finance Director Date

This form will also be used to provide the external auditors with information on all GMA Lease Purchase for compliance and internal control as required by the Georgia Municipal Association.