



**Question:**

Regarding the Equipment Requirements spreadsheet: The calculation in column L is for only one unit rather than the total numbers requested in column C. Should it be filled out with the actual annual lease based on the number of units or leave the calculation as it is?

**District Response:**

Please enter the total monthly lease amount in column K for the number of machines requested in column C. For example, Central Point Elementary requests 5 units. If the total monthly lease is \$100 per unit then you would put \$500 in column K. The spreadsheet will calculate the Annual Amount ( $\$500 \times 12 = \$6,000$ ) in column L. You may provide additional details (such as a per unit amount) in a note, comment or other method if so desired.