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| COPIER PAYMENT LOG |
| Department: |  |
| Vendor Name: |  | Lease Contract #: |  |
| Contract Period: |  | Purchase Order#: |  |
| Make & Model: |  | Copier Serial #: |  |
| Monthly Payment: |  | Overage Rate: |  |

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| **Payment #** | **Post Date** | **Payment Amount:** | **Overage Cost *(if applicable)*:** |
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