



Lease procedures for RM/edde customers



Thank you for choosing to lease your forthcoming acquisition. We partner with edde education to provide your chosen solution.

The next steps are as follows:

RM will provide a copy of the final quote to edde, this will represent the Schedule of Goods within the lease agreement. A contact name at the school is also needed. edde then seek underwriter approval at the chosen funder.

Once approval is received the documentation will be emailed to the chosen contact. You will receive the following:



**Rental
Agreement**



**Schedule
of Goods**



Direct Debit



**Governors
Compliance Letter**

This will need to be put on the school's letterhead



Signatory requirements are as follows:

- **Maintained schools**
Headteacher or direct equivalent
- **Academies (written in the school's name)**
Headteacher or direct equivalent
- **Academy trust**
Listed director or trustee
- **Further/Higher education (college, university)**
As per Financial Procedures Manual normally finance director
- **Independent school**
Listed director or as per statutory accounts





Any of the listed signatories can authorise any other party to sign on their behalf by email. If there are delegated powers within the trust's accounts, we can also adhere to these.

Once signed, the documents can be scanned and returned by email to **leasing@edde.education**. This allows edde to arrange for the purchase order to be placed for your equipment.

Once delivered and installed, where appropriate the funder will contact the school directly to ensure they are happy for the payment to be released. This can be done verbally or by way of a certificate of acceptance.

You have access to our dedicated account manager throughout the process, she is Lindsay Screen on **07725 602555** or email at **lindsay.screen@edde.education**