



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

PURCHASING

SUB-TOPIC

LEASE/RENTAL OF SPACE

Space leases or rentals involve the leasing of building space in structures not owned by the University. Such lease agreements must be approved in advance by The University of Texas System Administration officials, and by the General Services Commission, if funds held by the State Treasurer are used.

A proposal to lease space must be submitted through Purchasing by completing a properly completed purchase requisition (see "Preparation of a Purchase Requisition") which must include:

1. Type of space.
2. Purpose of its use.
3. Number of square feet needed.
4. Location (approximate geographical area).
5. Whether janitor service and utilities are to be furnished by the lessor.
6. Period of lease.
7. Any other specific requirements.

Purchasing will prepare and forward a space lease proposal to U.T. System Administration for approval. Subsequent ratification is required by the Board of Regents.

Either the General Services Commission or UTD Purchasing (depending upon funds used) is notified of the approval to lease/rent and solicits a minimum of three (3) written bids, selecting the lowest and best bidder. The General Services Commission or UTD Purchasing will prepare a lease contract which is forwarded to U.T. System Administration for signature. UTD Purchasing is then notified of the ratification and in turn notifies the requisitioner.