
From: UGAmart <chadcox@uga.edu>
Sent: Friday, October 21, 2011 1:51 PM
Subject: Renewable Lease Agreements

We have received a request for clarification on the changes in processing renewable lease agreements (for example, copier leases, equipment leases, etc.). The attached announcement was distributed to several listservs on May 31, 2011 and outlined new procedures for renewable lease agreements and how they will be processed in UGAmart.

There are two changes to the process:

1. Previously, renewals were handled by renewal letters sent via campus mail. Once the letters were returned to Procurement, then the renewal was processed in IMS by issuing a change order.
2. Now renewals are handled through UGAmart and a new purchase request is issued each year by the department. Individual renewal notices are no longer sent to the department. Renewal reminders are now sent via UGAmart's "communication tools". The tools can be found on the UGAmart homepage under the "Announcements" heading. Leases of \$5,000 and up are tracked in UGAmart and emails are generated by UGAmart and sent to specific end-users. For leases under \$5,000, like copiers, the email will be sent like this announcement to groups of end-users (Shoppers, Requisitioners, Approvers) but will not contain end-user specific information like: equipment identification, previous PO#, dollar amount, etc.

[Click here for a link to the May 2011 announcement.](#)

If you have any questions about these changes, please contact Chad Cox at chadcox@uga.edu.